

Minutes March 16, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski

Other Attendees: Paul Kaiser

Vicki Reuling called the meeting to order at 5:02 p.m.

Review of Open Meeting Requirements:

Vicki opened the meeting by introducing Mary Sowinski, who gave a review of open meeting information and public record-keeping. Discussion followed. Future agendas will include approval of the agenda, approval of minutes, addition of public comments, and the addition of verbiage on possible quorum of Library Board of Trustees.

Committee Organization:

Committee members reviewed the Committee Charter and had no questions or requested any changes. Motion by Janet, seconded by Erica that Vicki Reuling be recommended to the Demmer Library Board to be the chairman of the Demmer Library Design and Construction Committee. All ayes, motion carried. Discussion continued to the duties of the Recorder, noting that agendas will be created by Vicki, and Kelly will distribute them. Kelly will also post agendas and minutes to the DCC page of the Demmer Library website. Committee members discussed designating point persons for the various responsibilities as follows: Mary for legal responsibilities; Tom for architectural information; Janet and Erica for space needs; Erica for media communications; Catherine as the Library Board Liaison; and Rosie will provide a patron perspective.

Public Building Projects:

Tom led the discussion noting that this library project has already used two (2) architects, and it would be beneficial to decide if we want to recommend either one to the Library Board; or perhaps start from scratch. He also noted that using the Qualifications Based Selection (QBS) process would be beneficial, which would include the advertisement of a Request for Qualifications (RFQ) used to rank the qualified architects. An RFQ will provide responses on architects' qualifications, past similar projects, experience, etc. aiding in the process of picking the best one suited to the project needs. Contract negotiations, design, and construction would follow the RFQ. Erica noted the Library Board has received project designs/information from architects at Funktion Design Studio and Hoffman Planning, Design, and Construction, Inc. Tom will review the information prior to the next DCC meeting.

Previous Building Project Documents:

Vicki summarized the building project from 2008 to present, with Erica noting that past project documentation is posted on the Demmer Library website, or available at the Demmer Library.

Space Needs analysis and Timeline:

These topics will be added to the next agenda.

Next Meeting: Monday, March 27, 5:00 p.m.

There being no further business, Catherine made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 6:51 p.m.

Respectfully submitted: Kelly Strauss

Minutes March 27, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. Kelly Strauss recorded the minutes.

Vicki Reuling called the meeting to order at 5:00 p.m.

Report on Agenda Posting: Secretary Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda Approval: Motion by Catherine, seconded by Tom to approve the agenda. All ayes, motion carried.

Review and Approval of Minutes from March 16, 2017 Meeting: Motion by Janet, seconded by Rosie to approve the March 16, 2017 minutes. All ayes, motion carried.

Space Needs Analysis: An updated/enhanced version of the Descriptive program/space use/future needs summary spread sheet completed by Erica and Janet was handed out prior to the meeting for viewing. Discussion took place on older square footage, shelving space, and needs assessment information provided by the DLBC (Demmer Library Building Committee) and SEH (Short, Elliot, and Hendrickson) along with the original Becher Hoppe plan. This led to committee members discussing how much additional square footage is necessary, along with what can/should be included in the space; while keeping the level of excellence and welcoming feeling that the Demmer Library currently provides.

Review Architects' Submissions: Committee members were given copies of the submissions by Funktion Design Studio (dated 12/19/16) and Hoffman Planning, Design & Construction (dated 3/10/17) prior to this meeting. Tom was tasked with reviewing/comparing both plans, and noted the Funktion proposal submitted by Melody Hamlin was more of a proposal to design a building; no library experience was indicated; unsure if previous Becher Hoppe plan is copyrighted; fees for construction management and architect fees were included, but no fees were indicated for phases 3-6. The Hoffman proposal submitted by Jody Andres was more of a statement of qualifications; they have library experience; they are an architectural firm who bids work out; Jody included his design approach, experience and history, professional memberships, and general fees/timeline/steps to a project. A copy of the DeLeers contract for the new Town Building was also briefly discussed.

Develop Recommendation to Library Board on proceeding with choosing an architect: Following the Qualifications Based Selection Manual, Tom noted the planning process steps that have already taken place and reviewed the future steps in the process. Discussion took place on whether to consider only the current two submissions, or to seek other architectural firms. Since Melody did not indicate library experience, Erica will contact Funktion Design Studio to see if they have library experience, and ask for a list of qualifications. A recommendation to the Library Board will come at a later time after hearing the

response from Funktion Design. In the meantime, Committee members will come up with interview questions and specifics for a ranking matrix for interviews.

Timeline: Tabled until next meeting

Rosie Obukowicz left the meeting at 6:47 p.m.

Public Comments: None heard

Next Meeting: Thursday, April 6, 2017 at 5:00 p.m.

There being no further business, Erica made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 6:50 p.m.

Respectfully submitted: Kelly Strauss

Minutes April 6, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski(arrived at 5:17 p.m.). Kelly Strauss recorded the minutes.

Other Attendees: Jeff Bruss, Jeff Boehm, and Matt Olkowski (Matt arrived at 5:08 p.m.)

Vicki Reuling called the meeting to order at 5:00 p.m.

Report on Agenda Posting: Secretary Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda Approval: Motion by Janet, seconded by Catherine to approve the agenda. All ayes, motion carried.

Review and Approval of Minutes from March 27, 2017 Meeting: Motion by Tom, seconded by Erica to approve the March 27, 2017 minutes. All ayes, motion carried.

Review Results of Funktion Design's Statement of Qualifications: Erica spoke to Melody Hamlin of Funktion Design, who said she is very interested in working on the project and would be happy to respond to a specific RFQ or RFP; she has past project experience where the library was incorporated into a larger municipal/multi-use building, as well as with library remodel projects. Discussion took place on having Erica ask Funktion Design to submit the same information that Hoffman Planning, Design and Construction had submitted in March. Motion by Erica, seconded by Catherine to send the same request for qualifications to Funktion Design as requested of Jody Andres of Hoffman Design in February. Motion passed, all ayes. Discussion also took place on how to proceed considering that the recent election changed three members of the Town Board, and that the Annual Meeting of the Electors will be held soon. In order to keep this project moving along it was decided to proceed with the architect selection process, but hold off on signing any contract until the newly seated Town Board makes their intentions clear. Once we receive Funktion Design's response to our RFQ the Demmer Library Design and Construction Committee will proceed with interviewing Funktion Design and Hoffman Planning, Design, and Construction. The DCC will make a recommendation to the Library Board based on interview results.

Jeff Bruss left the meeting at 5:27 p.m.

Develop Interview Questions and Ratings Matrix Information: Discussion took place on a draft list of architect interview questions, trying to organize/narrow down to specific ones. It was also discussed that the questions shouldn't be public information ahead of time, but the rating sheet should be public information prior to the interview. DCC members will be sharing a Google Doc to contribute their thoughts on interview questions/themes, ratings matrix, and the overall evaluation process.

Develop Recommendation to Library Board on proceeding with choosing an architect: Tabled until

next meeting

Timeline: Tabled until next meeting

Rosie Obukowicz left the meeting at 6:49 p.m.

Public Comments: None heard

Next Meeting: Monday, April 24, 2017 at 5:00 p.m.

There being no further business, Mary made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 6:51 p.m.

Respectfully submitted: Kelly Strauss

Minutes May 3, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling, and Mary Sowinski. Kelly Strauss recorded the minutes.

Vicki Reuling called the meeting to order at 5:09 p.m.

Report on Agenda Posting: Secretary Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda Approval: Motion by Erica , seconded by Catherine to approve the agenda. All ayes, motion carried.

Review and Approval of Minutes from April 24, 2017 Meeting: Motion by Tom, seconded by Janet to approve the April 24, 2017 minutes. All ayes, motion carried.

Status of Town Office/Police Department Building: Vicki gave an update on the recent Town Board meeting noting the Town Board approved going forward with getting two appraisals for the Walker property. She also noted that she spoke with Town Chairman Bruss who stated the library should get a plan together for what is needed including a cost estimate to present to the Town Board, and he also noted that the library should plan on using the space up to the entry door of the Town Office. Tom noted he spoke with Town Clerk Sue Harris about the process of going through the Town Board. She noted the important first step of getting elector approval has taken place, but this must still go before the Town Board for a motion to allocate up to \$900,000.00. It was also suggested by Clerk Harris to have the Library Board ask the Town Board what their intentions are regarding the \$900,000.00 approved by the electorate. Vicki suggested asking the Town Board to approve adding the \$900,000.00 to the Library's capital line in the upcoming budget. Tom suggested asking the Town Board what their intentions are for appropriating the money, thus giving the Library a clear direction on how to proceed. Discussion took place on having the Library Board write a letter to the Town Board asking them to approve the \$900,000.00 with a motion at a meeting, as well as letting the Town know the Library will be including the \$900,000.00 into the Library's capital budget for 2018. Mary will draft the letter and bring it back to the next DCC meeting before giving it to the Library Board for their review.

Review Architects' communication and response: Erica noted she got a phone call from Melody at Funktion Design Studio asking for feedback. Erica told her that since the Committee just received her information on the same day of the meeting, Erica didn't have any feedback at this time. Tom then led the discussion by comparing the proposals from Funktion Design Studio and Hoffman Planning, Design, and Construction including experience, references, details, and overall organization of information. Discussion took place on each company, including overall impressions on both proposals. All members agreed both

are qualified for this project, and would like to proceed with inviting each in for interviews.

Finalize Interview Questions and Ratings Matrix for architect's interviews: Members reviewed the architect interview questions narrowing down and finalizing the top ten questions, along with finalizing the Committee's interview evaluation form and the architect's interview evaluation form.

Assign responsibilities for the next steps in architect selection: Tom presented a draft letter to be sent to each company informing them they've been shortlisted for consideration to provide professional architectural/design services, along with a draft Reference Check Form. Committee members discussed each of the drafts and made edits. Erica will call each firm to see if they are available on May 31st for an interview, and then send the letters as a confirmation.

Timeline: Tom presented a twelve-step outlined plan for going forward starting with sending the letter to the shortlisted firms; calling references; holding interviews; select architect; recommend architect to Library Board; negotiating contract; and approval of the contract from the Library Board. Discussion took place on having Committee members contact each firm's references prior to interviews, asking the various questions found on the draft Reference Check Form.

Public Comments: None heard

Next Meeting: Wednesday, May 18, 2017 at 5:00 p.m.

There being no further business, Mary made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 7:04 p.m.

Respectfully submitted: Kelly Strauss

Minutes May 18, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived at 5:13 p.m.). Kelly Strauss was not present at the meeting but the meeting was recorded. Other attendees: Library Board President Paul Kaiser and citizen Bill Schliep.

Vicki Reuling called the meeting to order at 5:00 p.m.

Report on Agenda Posting: Erica Brewster 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 May 3, 2017 Meeting: Motion by Tom, seconded by Rosie to approve the May 3, 2017 minutes as amended. All ayes, motion carried.

Status of Town Office/Police Department Building: Vicki reported that there are no new updates from the Town Board on the status of the Town Office/Police Department Building.

Review Architects' communication and response: Erica contacted both Funktion Design and Hoffman Planning, Design, and Construction who confirmed they will be attending interviews on May 31st. Funktion is scheduled for 10:00 a.m.; Hoffman is scheduled for 1:30 p.m. Erica will follow-up with references for Hoffman Planning, Design, and Construction.

Finalize logistics for the architect interviews: Discussion took place on the forms in a packet Erica created for members to have during interviews which included the top ten questions, final score sheet, and areas for notes. Also discussed were the need for name plates, thinking of what questions members are comfortable asking, and creating an agenda.

Review the next steps in architect selection process: Discussion took place on steps to take after interviews including drafting thank-you letters, preparing for possible de-briefing phone call from the second-choice architect, and contacting references of the chosen architect. Vicki also reviewed financials from the Demmer Trust, Demmer Foundation, and other funding sources available for the project for members.

Review and discuss proposed letter from the Library Board to the Town regarding process for securing Town Funds: The purpose of the proposed letter is to verify the Library Board is correctly following the steps in the process of securing Town funding for the project. Once finalized, the DCC will present the letter to the Library Board, who will then submit it to the Town Board for one of their June meetings. Discussion took place on the draft version of the letter created by Mary Sowinski, with members

suggesting verbiage and content changes along with minor edits. Mary will update the draft and forward it to Vicki for presentation to the Library Board.

Timeline: Hold interviews; prepare letter regarding Town funds ready for a June Town Board meeting

Public Comments: Comments were heard

Next Meeting: Architect interviews Wednesday, May 31, 2017; Regular Meeting scheduled for June 6, 2017 There being no further business, Mary made a motion to adjourn, seconded by Erica. All ayes, motion carried. The meeting adjourned at 6:47 p.m.

Respectfully submitted: Kelly Strauss

Minutes May 31, 2017

Demmer Library Design and Construction Committee Special Meeting

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski.

Vicki Reuling called the meeting to order at 9:50 a.m.

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

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

Motion by Tom, seconded by Catherine to move into closed session at 9:55 in accordance with Wis. Statute 19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other business whenever competitive or bargaining reasons require a closed session. Interview, deliberate and consider proprietary information submitted by firms in response to library question for proposal on the design for renovations and expansion of the Edward U. Demmer Memorial Library. Roll call vote. Erica-Aye, Tom-Aye, Catherine-Aye, Janet-Aye, Rosie-Aye, Vicki-Aye, Mary not present.

Motion by Mary, seconded by Erica to return to open session at 3:00 to act on any matter(s) that were discussed in closed session that requires Committee action. Roll Call Vote. Erica-Aye, Tom-Aye, Catherine-Aye, Janet-Aye, Rosie-Aye, Vicki-Aye, Mary-Aye.

Motion by Mary to accept the scoring process we just used and the volunteers who indicated they would call references do so for the references for the winning company and we report back on those phone calls at our next meeting. Motion seconded by Catherine. All Ayes.

Next Meeting: Regular Meeting scheduled for June 6, 2017. There being no further business, Tom made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 3:35 p.m.

Respectfully submitted: Vicki Reuling

Minutes June 6, 2017

Demmer Library Design and Construction Committee Special Meeting

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. (Mary arrived at 6:04 p.m.)

Vicki Reuling called the meeting to order at 6:00 p.m.

Report on Agenda Posting: Kelly Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

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

Review and Approval of Minutes from May 18, 2017 and May 31, 2017 Meetings: Motion by Catherine, seconded by Tom to approve the May 18, 2017 minutes; Motion by Rosie, seconded by Erica to approve the May 31, 2017 minutes. All ayes on both sets of minutes, motion carried.

Move into closed session

Motion by Tom, seconded by Catherine to move into closed session at 6:08 p.m. in accordance with Wis. Statute 19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other business whenever competitive or bargaining reasons require a closed session. Interview, deliberate and consider proprietary information submitted by firms in response to library question for proposal on the design for renovations and expansion of the Edward U. Demmer Memorial Library. Roll call vote. Erica-Aye, Tom-Aye, Catherine-Aye, Janet-Aye, Rosie-Aye, Vicki-Aye, Mary-Aye.

Motion by Mary, seconded by Catherine to return to open session at 6:15 p.m. to act on any matter(s) that were discussed in closed session that requires Committee action. Roll Call Vote. Erica-Aye, Tom-Aye, Catherine-Aye, Janet-Aye, Rosie-Aye, Vicki-Aye, Mary-Aye.

Motion by Mary to recommend to the Library Board based on the positive recommendations of the references for the architect the Committee selected that the Committee suggest the architect to them and the Committee send someone to the meeting, explain references the Committee checked and tell them who it is. Motion seconded by Janet. All Ayes.

Review the next steps in architect selection process and Timeline: Vicki presented a draft copy of a "Plan Going Forward" listing eight (8) steps to be taken in the future for this project. Discussion took place on the steps; editing the sequence and Tom indicated he will add a few more steps for going forward.

Public Comments: None heard

Next Meeting: Regular Meeting scheduled for June 21, 2017. There being no further business, Mary made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 6:36 p.m.

Respectfully submitted: Kelly Strauss

Minutes June 21, 2017

Demmer Library Design and Construction Committee Special Meeting

Committee Attendance: Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. (Mary arrived at 5:08 p.m.) Tom Asbeck (Tom arrived at 5:18 p.m.)

Vicki Reuling called the meeting to order at 5:05 p.m.

Report on Agenda Posting: Kelly Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

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

Review and Approval of Minutes from June 6, 2017 Meeting: Motion by Rosie, seconded by Erica to approve the June 6, 2017 minutes with the correction to the spelling of Rosie's name in the minute approval paragraph. All ayes, motion carried.

Update on response to Library Board's letter to the Town Board regarding next steps to be taken in obtaining a financial commitment from the Town Board Vicki read the June 14, 2017 letter Demmer Library Board President Paul Kaiser received from the Town Board, indicating the support of the Library proceeding with a design.

Update on Library Board meeting regarding the architect selection: Vicki noted that Catherine and Erica gave a presentation at the June 20, 2017 Library Board meeting on the process the DCC Committee went through to select an architect, along with the Library Board accepting the chosen architect.

Next Steps: Discussion took place on the next steps in the process now that the Library Board has accepted the chosen architect. Steps to be taken include notifying the selected (and non-selected) architect via letter; Mary will draft the letter to the selected architect, and Vicki will draft the letter to the non-selected architect. Erica will answer any follow-up phone calls from the non-selected architect, with Mary volunteering to sub for Erica if her workload doesn't allow for a quick response time. The selected architect will also be asked to provide a contract for review. The contract will be reviewed by the DCC Committee at the next meeting, prior to forwarding it on to the Library Board.

Timeline: Specifics weren't discussed on this agenda item since the previous agenda item covered this as well.

Public Comments: None heard

Next Meeting: Regular Meeting scheduled for July 10, 2017 at 5:00 p.m. There being no further

business, Mary made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 5:53 p.m.

Respectfully submitted: Kelly Strauss

Minutes July 10, 2017

Demmer Library Design and Construction Committee Regular Meeting

Committee Attendance: Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, and Mary Sowinski. Absent: Tom Asbeck

Vicki Reuling called the meeting to order at 5:02 p.m.

Report on Agenda Posting: Erica Brewster 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 June 21, 2017 Meeting: Motion by Rosie, seconded by Mary to approve the June 21, 2017 minutes as presented. All ayes, motion carried.

Review contract submitted by Hoffman Planning, Design & Construction, Inc. for the Demmer Addition and Renovation. Prepare recommendation to the Library Board on the acceptance of the contract. The Hoffman contract was reviewed page by page by Committee members. Discussion took place, and questions and comments were raised by members on each phase of the contract. A short list of questions/things that need to be defined was created to be used as a “memorandum of understanding” for the architect. Committee members felt the contract is good overall; but it is important that there is clarification on our responsibilities, and that we prepare questions for the architect. Mary, seconded by Rosie to recommend to the Library Board that the point person through the Schematic Phase be Erica, and after that it would be Tom.
All Ayes, motion carried.

Next steps for review: Vicki will get in touch with Town Chairman Jeff Bruss to see if he would like to look at the contract; possibly be involved in a conference call with the architect at our next meeting; review our short list of questions; etc. Motion by Mary, seconded by Erica to ask the Library Board for approval to take this to the next step to review the contract with the Town Chair before getting back to the architect. All ayes, motion carried.

Public Comments: None heard

Next Meeting: Regular Meeting scheduled for July 18, 2017 at 5:00 p.m. There being no further business, Mary made a motion to adjourn, seconded by Erica. All ayes, motion carried. The meeting adjourned at 6:25 p.m.

Respectfully submitted: Kelly Strauss

Minutes July 18, 2017

Demmer Library Design and Construction Committee Regular Meeting

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling, and Rosie Obukowicz. (Rosie arrived at 5:07 p.m.)

Other Attendees: Paul Kaiser

Vicki Reuling called the meeting to order at 5:02 p.m.

Report on Agenda Posting: Kelly Strauss reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda Approval: Motion by Janet, seconded by Catherine to approve the agenda. All ayes, motion carried.

Review and Approval of Minutes from July 10, 2017 Meeting: Motion by Catherine, seconded by Janet to approve the July 10, 2017 minutes as amended to include the list of topics for Jody. All ayes, motion carried.

Discuss contract submitted by Hoffman Planning, Design & Construction, Inc. for the Demmer Addition and Renovation Vicki briefed the Committee members on the progress made since the previous meeting, noting the contract was approved by the Demmer Library Board to be moved on to the Town Board. Vicki noted Town Chairman Jeff Bruss had concerns the dates in the contract were ambitious, but he is fine with the contract as long as it can be done in the space that the library has available now; and if it cannot be done in the current space, realize it might not happen until 2019. This topic is on tonight's Town Board meeting agenda for discussion.

Discussion continued with Committee members indicating their willingness to go forward with a plan in the current available space, as well as being comfortable with the commencement date of March 2018 indicated in the contract.

Jody Andres from Hoffman Planning, Design & Construction, Inc. joined the meeting via phone at 5:34 p.m. He answered the questions from the list of topics presented to the Library Board at their July 11, 2017 meeting including issues to be determined in the contract, short list of "memorandum of understanding" topics, and other topics needing clarification.

Next steps for review: The contract is on tonight's Town Board meeting agenda for discussion.

Public Comments: None heard

Next Meeting: No date was set for the next meeting; date is pending on the signing of the contract. There being no further business, Erica made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 6:20 p.m.

Respectfully submitted: Kelly Strauss

Minutes August 24, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz (arrived at 1:25 p.m.), Vicki Reuling, Mary Sowinski (arrived at 1:15 p.m.). Kelly Strauss was not present at the meeting but the meeting was recorded. Other attendees: Library Board President Paul Kaiser and Historical Society representatives Katie Kirby, Bill Hayes, and Kyle McMahon, and Hoffman representatives Jody Andres and Jon Rynish.

Vicki Reuling called the meeting to order at 1:03 p.m.

Report on Agenda Posting: Erica Brewster 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 July 18, 2017 Meeting: Motion by Tom, seconded by Janet to approve the July 18, 2017 minutes as presented. All ayes, motion carried.

Update on Town Building Plans: Vicki reported that there are no new updates from the Town Board on the status of the Town Office/Police Department Building, other than they are “back to square one” on how to proceed with their project. At the recent Town Board meeting Town Board members were handed maps of this block and were asked to draw a line of how far to the west the library can build. A line was drawn twenty (20) feet to the west of how far the blacktop goes back, asked the library project to stay within that area. Vicki noted the library remodel can go to the north too, but only as far as we can legally go. Discussion also took place on the location of the french drain and how close to that the building can go.

Update on progress since July 18 meeting: Vicki reported Jon, Jody, Janet, and Erica met to discuss space needs, adjacencies needs, and concerns. Jon and Jody also met with the Historical Society to discuss their space needs, as well as meeting with Town Clerk Sue Harris on what had been done in the past. Erica noted she and Janet held a telephone conference on Monday with Jon and Jody where they reviewed a space needs analysis.

Presentation by Hoffman Planning, Design and Construction on conceptual

design: Jon Rynish led off the presentation noting what Erica and Janet mentioned as space needs including: how to incorporate flex or maker space; communication and surveillance; efficient program spaces; shelving; private work areas; connection to the outdoors; and overall better use of the space. He noted that Hoffman came up with additional concepts including: library trends in how children learn through maker-spaces; changing technology; first floor priority of spaces; dual-use spaces; loud spaces vs quiet spaces; and how to use larger spaces more efficiently. Jon then discussed each section of his space diagram that broke down space vs function to capture all the different uses that Erica and Janet mentioned and he also answered various questions from DCC members and audience members. Jon then presented

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Demmer Library Design and Construction Committee

a spreadsheet detailing how much space is currently available vs how much space is proposed including public spaces, adjacency spaces, and program spaces specifically first floor vs lower level. Jon and Jody then briefly touched on building variances, ordinances, and setbacks as well as presenting three (3) possible building concepts.

Next Steps: Hoffman will continue having direct discussion with Erica and Janet (library) and Katie and Kyle (historical museum). Discussion of procedure to present plans/progress to the Plan Commission.

Public Comments: No comments were heard

Next Meeting: **Thursday, September 14, 2017, 1:30 PM.** There being no further business, Tom made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 3:29 p.m.

Respectfully submitted: Kelly Strauss

Minutes September 14, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. Other attendees: Historical Society representatives Katie Kirby, Bill Hayes, and Hoffman representative Jon Rynish.

Vicki Reuling called the meeting to order at 1:33 p.m.

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

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

Review and Approval of Minutes from August 24, 2017 Meeting: Motion by Janet, seconded by Rosie to approve the August 24, 2017 minutes as presented. All ayes, motion carried.

Update on Town Building Plans: Erica reported on the town meeting on September 5. Per an unofficial summary of the meeting provided by the chair, "The board voted 3-2 to move forward in the town office planning process with DeLeers Construction." It is not clear from that vote if that would mean the board would work with the original DeLeers proposed plan and what, if any, implications that would have for the space between the buildings.

Update on progress since August 24 meeting: Janet and Erica reviewed sketch drafts and square footage estimate with Jon via electronic communication, and then met by phone/computer conference on September 11 to closely review the initial sketches. The design has developed to the point that the program spreadsheet will not be kept up to date, but will be revisited at the end of the design as a check.

Presentation by Hoffman Planning, Design and Construction on conceptual design: Jon Rynish presented the latest design and constraints or concerns relating to the site, structure, and scope that will need to be taken into consideration in the near future that could affect the overall design. Proposals are being sought from firms for civil surveys and geotechnical surveys. Project designs were reviewed in detail. Hoffman architects will meet separately with historical society representatives to fine-tune museum space and flow from rear entrance/access to lower level, concerns about toilet location, and flow of library staff and movement of materials through public work areas.

Next Steps: Historical society will meet to clarify their needs and then arrange a conversation with Jon to rework the flow through their space. Jon will contact the town to get initial feedback on feasibility of encroaching on site setbacks and what steps would be required to request a variance. Committee will review scope list and timeline at subsequent meetings.

Public Comments: Bruce Brewster with question about public restrooms – decreasing number from 4 to 3. Would there be places to create space for one more additional.

Next Meeting: **Thursday, September 28, 2017, 2:30 PM.** There being no further business, Catherine made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 4:08 p.m.

Respectfully submitted: Erica Brewster

Minutes September 28, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling. Other attendees: Historical Society representatives Katie Kirby, Bill Hayes, Tom Rulseh, patron Jay Franke, and Hoffman representatives Jody Andres, Jon Rynish.

Absent: Mary Sowinski.

Vicki Reuling called the meeting to order at 2:33 p.m.

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

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

Review and Approval of Minutes from September 14, 2017 Meeting: Motion by Janet, seconded by Tom to approve the September 14, 2017 minutes as presented. All ayes, motion carried.

Update on Town Building Plans: The town board has not met since the last meeting of the DCC. The board will meet next on October 3rd.

Presentation by Hoffman PDC on Schematic Design Action Items: Jon and Jody met with representatives of the historical society via web conference to adjust the design to better meet their needs. Jody and Jon have also developed an initial cost estimate summary which was presented to the committee. Some changes to the design presented today were specifically related to finding cost efficiencies in this design. There are further options that could be explored including further efficiencies in the project (may be limited large dollar options), reducing square footage, or alternate sources of funding. This project does include numbers for existing maintenance needs (fascia, soffits, HVAC and plumbing overhaul). Initial cost estimate also includes cost of sprinkler system, plus cost of new water service for sprinkler system, elevator to replace lift, site work (parking, landscaping, site utilities, relocation of buried electrical line on west side). Estimate does not include window wells in to lower level or any possible solar project. Estimates are conservative. It includes a 10% construction contingency when normally a remodel would be budgeted at 5-6% contingency.

Project cost estimate for contractor/construction manager fee assumes a single phase of construction. Recommendation of architect would be to do this project in a single phase rather than phasing the project to allow library functions to continue during the project. Estimate an increased cost of \$25,000/month if construction is done in multiple phases.

Vicki addressed the option of additional sources of funding citing a discussion between library board president Paul Kaiser, herself and library director Erica. The Demmer Trust was established for the maintenance, renovation, expansion, of the existing Demmer building. Vicki requested Jody and Jon provide the DCC with some specific costs or needs that the library board could request from the Demmer Trust.

Cost estimate for furnishings and fixtures (shelving, etc.) remains unchanged from the original SHE proposal. Architect recommends bringing a consultant for that aspect on board early to do a full inventory and help improve that number. Additional fundraising could be used to address needs for furnishings and fixtures.

Sprinkler system: still an option to sprinkler or not sprinkler the renovated/expanded library. If no sprinkler system were used, several changes/accommodations would need to be made, which might incur additional costs (changing the stair layout, additional doors/fire dampers). Also, future additions would either require retrofitting the building with sprinklers or creating additional fire separation areas. Past experience trying to avoid adding a sprinkler system to a borderline building project has lead the architects to prefer just going with a sprinkler system. DCC was agreed with including a sprinkler system in the plan.

Jon reviewed the design changes and committee discussed reaction/options.

- Slightly reduced size of front porch; Oneida County zoning did not see the front porch encroachment into the official set back as an issue for a business-zoned area. Approval of that would fall to the town.
- Alcove for electrical service
- Location of power pole and what lines it services.
- Redesign of northwest corner.
- Change of windows in Northwoods Room (replacing existing high windows with larger pane).
- Change in lower-level layout to accommodate existing poured walls.
- Suggested a change design to accommodate to the book sale flow

Concern was expressed about the “alcove” created in the design to retain the existing electric meter. While cost of moving electrical service was a consideration, other factors outweighed the cost including: intersecting rooflines creating potential runoff problems, reduction of square footage in the upper level, specifically impacting the young adult area, lack of visual appeal or alternate use for space, and perhaps needing to reconfigure the upstairs. Committee members strongly encouraged the alcove be removed from the design. Jody and Jon will investigate further with WPS to determine the cost of moving the meter and other considerations for that space.

Jody clarified next steps in design development, which will involve selection of materials, colors, etc., for the entirety of the building, which will impact the design for the exterior elevations, etc.

Vicki and Jon clarified the communication flow for design changes and refinements to assume that the

changes need to be presented to the whole committee.

Approval of project “schema” (floor plan, cost estimate, scope, fire protection/sprinkler system & exterior evaluations):

Motion by Tom, seconded by Rosie to recommend to the library board to accept the schematic design phase as presented by the Hoffman architects as of 9/28/2017 with the considerations as discussed by the committee at the 9/28/2017 meeting of the DCC. All ayes, motion carried.

Following this vote, the plan will go to the library board at a special meeting at 4:30 PM on October 3. The item is on the agenda for the October 3, 6:30 PM meeting of the town board. The aim is to be on the Plan Commission agenda for their meeting October 24, 5:30 PM.

Civil consultant recommendation and approval:

Reviewed proposal from Becher-Hoppe for providing civil services. Suggestion made to request a proposal from MSA to offer a comparison/competitive proposal. Will review and select firm at next meeting.

Geotechnical services recommendation and approval:

Reviewed three responses received for geotechnical services. Motion by Erica, seconded by Catherine to select the low bidder of PSI (Green Bay) to provide geotechnical services. All ayes, motion carried.

Additional utility line location fee of \$500 will be needed to identify underground utility lines.

Review of design milestone schedule: Jon reviewed the outlined design milestone schedule. Discussion followed about the next point on the timeline, selection of representative for furniture, fixtures and equipment. Erica will follow up with leads and coordinate with the architects.

Solar photovoltaic panel incentive and grant options: Jody reported on discussion with Hoffman’s Mark Hansen who is in charge of green design. The size of the library site wouldn’t accommodate a large (private investor) installation or would find difficulty meeting deadline for current incentives, but would want to look at an under 20kw-sized installation that would not require the same metered use agreements or be bound by the same incentive deadlines. Cost for a smaller system could run \$30,000 - \$40,000 (in current market prices), and could apply for \$4,000 incentive. However, cost of photovoltaic is decreasing, and could be added at any time. If opportunities for partnering could be found, then there could be opportunities for joining into a larger array. The upcoming opportunities for larger project are uncertain. However, this could be added at any time, and could take advantage of funds saved from contingencies or separate fundraising.

Logistics of library services during construction/renovation: To reduce the cost of construction, the architect recommends relocating library services to another site for at least 7 months during the construction process. Money is included in the cost to pay for moving expenses. The committee will add that to an upcoming meeting, with a decision by the end of November.

Process for completion certification and payment of bills: Jody explained the traditional process for reviewing bills. The general contractor will prepare bills 1x per month and submit to architect (Hoffman), who will review and approve based on actual work completed. Architect will submit to library for review for payment. Clarification for library process to include the DCC in payment process. Bills will be submitted in very predictable schedule; bills from contractor can come at any point in the month, so should build payment schedule backwards from town approval through proceeding steps to set date when contractor bills will be submitted.

Discussion followed about the process for receiving historical society funds. The historical society finance committee will meet on Friday and will bring a proposal for a timeline to fulfill their pledge.

Public Comments: None.

Next Meeting: Tuesday, October 17, 2017, 3 PM, followed by Thursday, October 19, 2017, 1 :30 PM. There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:33 p.m.

Respectfully submitted: Erica Brewster

Minutes October 17, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling. Other attendees: Ed Cottingham, chair of Plan Commission, Historical Society representatives Bill Hayes.

Absent: Mary Sowinski.

Vicki Reuling called the meeting to order at 3:00 p.m.

Report on Agenda Posting: Vicki reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

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

Review and Approval of Minutes from September 28, 2017 Meeting: Motion by Janet, seconded by Tom to approve the September 28, 2017 minutes with corrections as stated. All ayes, motion carried.

Update on Town Building Plans: At the October 3, 2017 regular meeting of the town board, the town indicated that they are moving ahead with plans for a new, smaller, town building on the north end of the block designed by DeLeers. Erica reported that the town invited her to a department head meeting to review the plans. The plans are consistent with philosophy of the last couple of designs, with the building situated on the north end of the block, entrance off of Eerie Street, police station remaining on Eerie Street, and parking to the west of the building. There would be a south entrance/exit to the building that would open onto a green space between the two buildings, and possibly space in the town building for the chamber of commerce accessed through that south entrance. There was a suggestion that the green space could be developed into a pocket park/community area with a feature such as a veteran's memorial. The town wanted to make sure that their south-facing entrances/services and the west side parking lot would be consistent with the library's building plans.

Erica also reported that following the meeting she was approached by Paul DeLeers who asked about the library's civil engineering. He wanted the committee to know that the town had already completed a civil survey with Mach I V Engineering & Surveying LLC and suggested they might be willing to offer a discounted rate to the library based on their recently completed work.

Further, Mr. DeLeers also wanted the DCC to know that his company could provide either construction management or general contracting services on the library project, and would be able to do it at a reduced rate if it occurred at the same time as the town building as the two projects could share a single site superintendent. The committee expressed interest in meeting with him. Tom stated a desire to ensure that the project remains in compliance with state law per bidding when considering construction management.

Update on Town Board Schematic Design Presentation: The presentation went well at the regular town board meeting, and the schematic design was forwarded to the Plan Commission. Final approval of the \$900,000 will not occur until the annual budget meeting on November 21. The architects expressed concern about incurring additional fees if the building funds are not certain. Library board director Paul Kaiser spoke with the architects and gave them permission to proceed at risk of additional fees on a project that can't be funded.

Review of schematic design: Janet expressed additional concerns about the window placement on the north wall of the main floor. The current design uses the existing windows, which don't align to the walls of the small study rooms or the large study/maker space rooms. Particularly with the plans for the town to create a green space between the buildings, that will be visually exposed. The current windows are original to the building and not replacing them would lose the energy saving opportunity. Also, with the green space development, it could make sense to leave and augment the existing fire exit door for a future featured exit to green space. Committee recommendation to raise concern with architects at the next meeting.

Vicki received itemized numbers back from the architects for renovation expenses. The total came to \$126,375. Ken Klein, trustee for the Demmer Trust, recommended requesting the total amount from the trust. A letter from the library board has been drafted and will be on the agenda for the 10/24 regular meeting of the board.

Rosie reminded committee to follow up on placing a sink in the janitor's closet in the historical society area.

A generous donor had originally pledged support/recognition rights for the atrium in the original design. There is no atrium in this design, but Vicki will be meeting with the donor on behalf of the Foundation and suggest they become major sponsors of Northwoods Reading Room. Janet reported on research done for the fireplace. Cost for a fireplace insert similar to what is being put into the new Olson library in Eagle River would be approximately \$5500, with cultured stone masonry at approx. \$25/square foot. A plaque recognizing the donors will be placed on the fireplace.

Furniture/fixture and equipment progress: Erica reported difficulty with direct leads for FF&E services. She has now assembled a list of other options (non-library specific and library specific). The committee will ask for advice from architects on Thursday and then follow up.

Process for payment of the bills: Vicki and Erica will work on streamlining the process for receiving the bills. Currently they are going to Erica's e-mail address.

The 2nd monthly bill for design services was received on 10/10/2017, in the amount of \$18,754.70 Motion by Vicki, seconded by Tom, to approve the payment \$18,754.70 to Hoffman. All ayes, motion carried.

Proposal for geotechnical services from PSI Consulting, Engineering, Testing was considered and will be

forwarded to the DCC meeting on Thursday. Contract will be forwarded to Jeff Bruss at the town to sign. This will help keep the town chair informed about progress.

Timing for paying contractor bills: The DCC will request that the bill be received the 5th of the month. The DCC will meet to approve the bill. Bills will be forwarded to the foundation meeting on the 3rd Monday, the library board on the 3rd Tuesday, and the town board on the 3rd Tuesday.

Logistics of library services during construction/renovation: Catherine suggested that the issue of library services during the construction/renovation is not the purview of the DCC. Tom noted that there will be budgetary amounts to be concerned with in the construction, but the decisions will be the responsibility of the library board. Vicki will raise the concern as part of the DCC report at the 10/24 meeting.

Construction management options: The construction manager will be responsible for observing the day-to-day or week-to-week progress of the contractors. Tom stated he would be in favor of having those services, and other related similar positive experiences with having those services. Hoffman offers that service, and so do other firms, such as DeLeers. Hoffman will present to the DCC on Thursday and Tom and Vicki will follow up with DeLeers.

Public Comments: Bill Hayes reported on the historical society meeting. The society is preparing to launch the building campaign with an end-of-year giving ask and will be planning

Ed Cottingham briefly discussed what the Plan Commission will be looking at and discussing at the 10/24 meeting.

Next Meeting: Thursday, October 19, 2017, 1:30 PM. There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 4:33 p.m.

Respectfully submitted: Erica Brewster

Minutes October 19, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived at 1:40 PM). Other attendees: Jody Andres and Jon Rynish, Hoffman; Bill Hayes, Historical Society.

Absent: None.

Vicki Reuling called the meeting to order at 1:31 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 Janet to approve the agenda in any order. All ayes, motion carried.

Review and Approval of Minutes from October 17, 2017 Meeting: Motion by Janet, seconded by Catherine to approve the October 17, 2017 minutes as submitted. All ayes, motion carried.

Update on Town Building Plans: The town building plans were on the agenda of the 10/17 town board meeting. There will be a special meeting of the electors on Tuesday, November 7, to ask for approval on two separate resolutions, one for the town building and one for special roads project. If approved, the financing for the town building (and roads) would be forwarded to the November 21, 2017 annual budget hearing. The library has an approved resolution from the April annual meeting. The library resolution along with any resolutions approved at the November 7 meeting will be forwarded for approval as part of the levy on November 21. If all is approved, the timing for construction would be the same as the library's: groundbreaking in April, completion in November. They would keep the town office/town hall portion for services during construction, demolishing that part last.

Following up on the meeting Erica had at the town to review the DeLeers plan, Vicki and Tom met with DeLeers to discuss the planning done and how it might impact the library plans. They came away with diagrams of the site survey and the tentative site plan for the new town building layout. There is going to be a need for coordination for civil, electrical and other engineering.

Jody provided some initial thoughts on the town design. One concern with the library design is not meeting zoning code for parking. The current approach was to focus on improving what we do have, and look for the town's support in waiving zoning requirements with the county. Jody encouraged that we develop a plan for collaborating and working on the site plan as a whole including:

Civil engineering: see civil below. Location of electrical service may or may not have been completed, and should be confirmed.

Electrical engineering: will need to coordinate what is happening for the existing underground and

any temporary/permanent needs.

Geotechnical engineering: not affected by this plan.

Library service logistics: the town community building will not be available for a temporary library location. Catherine reported that the DCC has decided that the function of the library during the construction period should be a concern of the library board and that item has been placed on the board agenda for the 10/24 meeting. There has been some thinking on this already.

Review of Schematic Design: We have two meetings remaining and then a sign-off on plan. This meeting will focus on exterior design, the next on interior design.

Plan Commission presentation overview: discussion of preparation for presentation to Plan Commission Tuesday, 10/24, 5:30 PM. Larger discussion will include parking per square footage of building. Discussion has begun at Oneida County regarding parking. Jon has numbers for estimated parking in two block area (including high school).

Exterior design: Before Hoffman presentation, members of the DCC brought up question about the windows on the north side of the building, specifically pertaining to the previous needs assessment that looked at the condition of the existing windows, and the placement of those windows in relation to proposed walls for study rooms. Also, with the potential for a green space, should there be consideration of keeping a door on the north side. Alternatively, concern was expressed about the impact of more window changes on the budget. Hoffman will bring back a cost estimate for replacing windows on the north side. Of course, cost considerations are critical. We are already over our budget so either costs must be reduced or more donations found.

Siding: Engineered wood siding vs. fiber cement. Fiber cement is somewhat more expensive. Engineered wood is moisture resistant and comes in a range of colors. Plan would replace all the siding, leaving only the stone. The same product is also available in a cedar shake siding.

Discussion about the exterior colors, design, and materials.

Interior casework: Begin initial review of interior case work, interior design changes.

Door/access control: Key card in designated locations – identify electronic access control vs. which doors are keyed. Handicap access buttons at front and back doors.

Security/CCTV requirements: Staff will need to discuss and bring options to DCC to be referred to library board. Janet and Erica will meet with Police Chief Scott Lea.

Civil Consultant recommendation and approval: MSA declined to bid for the project (too busy); a competitive bid from a Stevens Point firm came in markedly higher than Becher Hoppe. Hoffman will request a bid from Mach IV, the company that is currently being considered for the town.

Geotechnical services update: The contract was emailed to chair Jeff Bruss for signature. He will review when he returns to town on Monday, 10/23. Erica will be the site contact.

Construction management options: Summary of services included in Hoffman contract: developing design documents and putting them out to bid, accepting, qualifying, and contracts for bids, which brings contractor on board. Periodical (2x/month) visits from licensed architect during project. Responsible for reviewing and processing bills for payments. At end of construction, final punch list and close out with contractor.

Not included: day-to-day onsite supervision (schedule and safety). Calls and coordination of subcontractors.

It may not be economical for smaller, remote project for Hoffman to serve as construction contractor for project. A typical construction contract budget would be 2%, but Hoffman would need to charge closer to 8%.

Options: 1) Bid out project and hire a contractor through the (traditional) design-bid-build process. 2) Hire a construction firm on negotiated basis.

Hoffman will put together a proposal for weekly supervision visits, and the DCC can seek supervision proposals from other parties.

Process for payment of the bills: Request library receives bills by 5th of month, with Vicki copied.

Furniture/fixture and equipment progress: Erica had a phone conversation with Deb Haeffner, Building and Design Consultant with South Central Library system on 10/18. She can offer support for library design support in partnership with EBI (Emmons Business Interiors) at a rate of \$40/hour. Jody will contact Deb H. and discuss details and get contact at EBI so they can develop a basic budget based on the conceptual design. Erica will work on an existing furniture inventory for what can/should be reused and what is needed.

Milestone schedule: The next step will be the Plan Commission meeting on 10/24. The plan is still on track to bid project in January.

Public Comments:

Next Meeting: Wednesday, October 25, 2017, 5 PM and Wednesday, November 1, 1:30 PM. There being no further business, Catherine made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 4:15 p.m.

Respectfully submitted: Erica Brewster

Minutes October 25, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz (left at 6:40), Vicki Reuling, Mary Sowinski (arrived 5:14 PM). Other attendees: Gail Lovett, local designer.

Absent: None.

Vicki Reuling called the meeting to order at 5:03 p.m.

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

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

Review and Approval of Minutes from October 19, 2017 Meeting: Motion by Janet, seconded by Tom to approve the October 25, 2017 minutes as submitted. All ayes, motion carried.

Update on Town Building Plans: No specific updates on the town building itself. Discussions continue regarding coordinating the two building projects. Hoffman has followed up with DeLeers regarding the recommendation to seek a proposal from Mach IV for civil engineering. Hoffman submitted a comparison of three proposals from Becher Hoppe, Points of Beginnings, and Mach IV. Becher Hoppe and Mach IV were competitive. Committee discussed the benefits of coordinating with the town and the potential added value.

Motion by Mary, seconded by Rosie to select the proposal from Mach IV to complete the civil engineering. All ayes, motion carried.

Review of October 24 Plan Commission Meeting: The meeting with the Plan Commission seemed to go well. Jon Rynish presented information on the library site planning, zoning, etc. The goal was to gain information about town requirements for zoning, setbacks, etc. The only specific course of action taken was the Plan Commission is recommending to the town board to have a certified map to create a single Lot 1 parcel on the entire lot rather than individual parcels. There are other considerations that will be worked through with assistance from the architect.

Exterior Design: Gail Lovett was invited as a local expert in the design field. Discussion followed about how to make choices. Gail recommended something to add "punch" to the design; could be a color choice or accent door or highlight to make it interesting. The committee would like to request more detailed information from the architect regarding specific features and choices:

Siding: factors leading to the choice of this particular siding material, pros and cons and/or comparable options. Comparison of price options.

Roof: factors leading to choice of shingle roof; pros and cons of shingle vs. metal, and price comparison.

Windows: factors leading to choice of vinyl vs. aluminum clad/wood. Comparison of price options.

Pillars: material of the pillar – options for natural wood – what is maintenance concerns of natural vs. painted or non-wood options
base of pillar – option for stone (could match fireplace)

Local products/businesses: factors/considerations to for including specifications for products available from companies local to northern/central Wisconsin.

Erica reported on discussions she had had with Nicolet Technical College and Kemp Natural Resources station about recent remodeling and new construction projects and how they incorporated products or installed by local companies. The committee asked her to follow up with her contacts to determine how those products were specified in designs and at what point those companies were engaged.

Interior Casework: Generally, the plan looks fine. Suggestion of reusing the cabinetry in the office. Also, suggestion of making the casework/sink in the Northwoods Room another attraction to complement the fireplace and other highlights of that room.

Door / access control: Erica has discussed which doors need to be opened by the Historical Society vs. library staff only. Other considerations for electrical service to those doors would be for handicapped assisted entrance, door counters, and/or automatic locking timing mechanisms. Erica and Janet will identify the doors and communicate to the architect.

Security / CCTV requirements: This was briefly discussed at the library board meeting, and Trustee Laura Wiperman will research what other libraries are using.

Public Comments: Discussion that emerged after the previous meeting was identifying items that could be offered to the public for a donation and/or repurposed for new uses in the library. Specifically, siding could be auctioned and/or reused, perhaps as part of an accent wall and/or the giving tree/donor recognition.

Question of budget vs. fundraising – the budget numbers are still coming clear, and fundraising continues. The library board will send a letter to the Demmer Trust to seek support for the itemized list of renovation-specific costs. Other foundations are being approached and the fundraising committee will be sending an end-of-year giving postcard.

Erica also reported on the library board discussion about library logistics for operation during construction. The board has appointed Dianna Blicharz and Paul Kaiser to assist with researching options for temporary locations. Erica has suggested a best case scenario of a larger location that could house the majority of the

collection, and then a second “storefront” location for public service. She welcomes suggestions from committee members who may know of locations and/or individuals with connections to appropriate real estate. A location would need to be available as early as February to accommodate a move prior to any initial interior work happening.

Next Meeting: Wednesday, November 1, 1:30 PM. There being no further business, Mary made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 6:57 p.m.

Respectfully submitted: Erica Brewster

Minutes November 1, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived 1:50 PM, left at 4:45). Other attendees: Bill Hayes, historical society.

Absent: None.

Vicki Reuling called the meeting to order at 1:30 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 Catherine to approve the agenda in any order. All ayes, motion carried.

Review and Approval of Minutes from October 25, 2017 Meeting: Motion by Janet, seconded by Rosie to approve the October 25, 2017 minutes as submitted. All ayes, motion carried.

Update on Town Building Plans: No specific updates on the town building. Jon has spoken with Mach IV, and they are on hold with civil engineering until approval funds at the annual budget meeting on November 21, 2017.

Preliminary site design:

Cost per window would increase if windows in the north end were recut and changed. Example estimated cost for two new windows in the maker space/meeting room area could be \$8,000 (\$4,000 per window).

Civil engineering update: Jon has had preliminary discussion with Mach IV about the civil engineering and dealing with storm water on the site design. Plan is to move forward on items that would need to be done regardless of status of town building. Could have the work done by mid-December, then submission to Oneida County, with information ready for Plan Commission in early January. May push back the bidding the project until the site portion is complete.

Storm water management: Held off on additional storm water management service until the future of the town building project is determined. There will still be a storm water plan review as part of the project regardless, but the amount of actual disturbance in the library project is minimal. If the town project didn't go forward, there wouldn't be any requirement to submit to the DNR. Jon recommended a discussion with the town about the amount of responsibility based on percentage of disturbance involved in the projects. Also included in that discussion would be general site design, exterior colors, etc.

Geotechnical soil borings – scheduled for 11/3: private locates have been done by Mach IV prior to the geotechnical survey which will be done on Friday.

Exterior design updates:

Porch columns: Columns squared off and added stonework. Railing could be done in composite maintenance free simulated wood with aluminum railing.

Historical Society porch columns: treatment of the museum entrance columns will match the front columns.

South façade windows: windows in Northwoods Reading Room/parents' room reworked and rearranged. Removed shakes from children's area façade.

North façade windows: Cost per window would increase if windows in the north end were recut and changed. Example estimated cost for two new windows in the maker space/meeting room area could be \$8,000 (\$4,000 per window).

Mechanical equipment/meter screening: Jon noted areas where the exterior mechanical equipment will be screened from public view.

Area wells: Placed in alcove (would be on south wall if no alcove), and AC units on north side.

Trash/recycling containers: discussed possible locations for trash/recycling containers and appropriate screening. Will continue to discuss as the exterior site design develops.

Exterior lighting: Discussed location of exterior lighting on building.

Material comparisons: Review of how Hoffman reviewed the materials selected. The approach was based on assuring that the function/program of the building was being met within the given \$2 million budget. Selection was based on mid-ranged materials that offer good wear over life but are not the most expensive product on market.

Siding: Estimated \$14/square foot, \$67,000 for project for engineered wood.
Comparative/alternate materials: fiber cement estimated at \$18/sq. ft.; unfinished cedar lap - \$11, vinyl siding \$5/square foot; simulated stone, \$20/sq ft; true no-maintenance metal with concealed fastener, \$25/sq ft. Reviewed the life expectancy as similar to fiber cement. Question about the paint warranty – varies on by different suppliers, 15 – 30 years. The LP SmartSide itself (the wood) when finished by approved finisher is warranted for 5 years with 15 extended warranty.

The committee decided they were comfortable with the SmartSide product. Samples of colors in the green color family will be brought to a future meeting. Look at different color/feature for front door to add “pop.”

Windows: Original budget included for aluminum clad wood \$1,950 each window (2/3 material, 1/3

labor) at project cost for \$37,000. Fiberglass (higher quality vinyl), \$1,550 each; Vinyl \$1,300 each. Vinyl will limit the overall look – interior color will be limited to white or almond color or woodgrain laminate (woodgrain may be an upcharge). More exterior options. Asked for samples of the hardware associated with the vinyl window to make sure the lift edges and locking mechanisms are high quality.

Roof: Shingles budget = \$3.50/sq. foot, \$30,800 for project with standard 30-year warranty, but not clear about the grade of shingle. Mechanically seamed metal roofing estimated at \$11/square foot (\$96,800 for project).

Material colors: Colors selection based on colors available from various suppliers of SmartSide. Samples will be brought to future meetings to finalize selection of colors.

Plan updates:

Drop-off counter outside Local History room: reviewed addition to the design.

Maker/Large study room arrangement: Reviewed arrangement of large study/maker space. Discussion of reducing room to a single space. Staff will work on reviewing use of that space and size/arrangement. Change of door design.

Casework/cabinetry updates: reviewed the changes submitted by Erica.

Electronic access door control: reviewed proposal as submitted by Erica.

Interior design: reviewed some of the initial proposals for interior design. Reviewed some specific points for children's area, maker space, Northwoods room, and other featured spaces.

Finish schedule: Included in packet handout; DCC will review further at a future date.

Ceiling plans: Create recessed ceiling corridor in initial entryway. Lighting will be recessed LED. Focus on more

Typical materials: Wood trim. Discussion of stonework for fireplace.

Mechanical, Electrical and Plumbing systems: Currently don't need to change the size of the electrical service or panel. Cost to make changes to recover alcove space that are currently not required would be approximately \$30,000. Cost of moving the electrical service estimated at approximately \$5-\$10,000; \$20-\$25,000 would be cost of the additional square footage and construction. Committee expressed the concern that the "alcove" is a permanent part of the structure.

Regardless of the cost, the DCC still remains committed to the removal of the alcove. Jon encouraged the

committee to make this decision at the latest by the next DCC meeting.

Motion by Tom, seconded by Mary, to approve the elimination of the alcove and recommend to the library board. All ayes, motion carried.

Catherine will contact library board president Paul Kaiser to arrange for special library board meeting next week to approve/disapprove cost of eliminating alcove.

Plumbing fixtures: Briefly discussed direction of plumbing fixture choices. Recommend having the sewer line visualized prior to bidding.

Construction management: Jon presented numbers for an “enhanced” inspection beyond the one budgeted inspection/month. Once a week for +/-7 months of construction, estimated at \$30,000, half of that for travel. Jody and Jon continue to recommend looking for somebody local that was qualified to read plans and review progress to help save cost on travel. This would be a cost in addition to the budgeted construction management services.

Logistics for library services during construction: Trustees Paul Kaiser and Dianna Blicharz have offered to help secure operational locations. Have identified and begun negotiations for storefront location downtown and have had a conversation with the school superintendent about space in the school. Will need to look at available budget for alternate locations as only about \$10,000 for moving costs are included in project budget. Also need to explore storage facilities (semi tractor trailer?) for storage of furniture.

Furniture/Fixtures/Equipment: Review contract for South Central Library System for design services for FF&E. Contract tabled until Jody can have more of a discussion with Erica about specific needs.

Public Comments: Erica shared good news that a donor has stepped forward with a significant gift dedicated to the children’s area.

Next Meeting: **Wednesday, November 15, 1:30 PM.** There being no further business, Janet made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 5:13 p.m.

Respectfully submitted: Erica Brewster

Minutes December 18, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Rosie Obukowicz, Vicki Reuling, Mary Sowinski

Absent: Catherine Marshall

Others: Jon Rynish, Jody Andres, Amy Moore (Hoffman); Katie Kirby (Historical Society)

Vicki Reuling called the meeting to order at 1:35 p.m.

Report on agenda posting: Vicki and 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 December 13, 2017 meeting: Motion by Janet, seconded by Tom to approve the December 13, 2017 minutes with corrections as stated. All ayes, motion carried.

Update on Plan Commission and town board review and approvals: The goal is to have the final approvals on administrative review permit, site plan, zoning, etc., after the Plan Commission (12/18, 6 PM) and town board (12/19 6:30 PM) meetings in the next 36 hours.

Site update (overview):

- a. **French drain updates:** Jon reported on some additional changes made to the design of the French drain and routing of the sump pump waste water. Discussion of the traffic flow out of the historical museum part of the library to the campus of the museum.
- b. **Stormwater review:** Jon presented updated plans for rain gardens incorporating the sump drainage. The size of the rain gardens were reduced, allowing more space for a tree and outdoor seating.

Exterior finish selection (color): Jon presented samples of the specifications that will be taken to bid, with the understanding that contractors bidding the project will be asked to submit samples which may come from different manufacturers which may have variations for colors. Also reviewed samples/colors for shingles, fencing around utility areas, and railings.

- a. **Discuss porch timber structure options:** Jon presented the change to an option of a heavy timber rather than a wrapped sided pillar for entrances, and options for stacked stone for columns.

Interior finish and lighting presentation: The committee reviewed sample choices selected by the interior design workgroup. Sample choices included: carpet (main, entryway, and accent), vinyl wood-look flooring, paint (main/accent), tile (bathroom), cabinet laminate, counter top, trim, tack wall (maker space), stair covering, etc. Committee discussed choices and selected colors and arrangement. The DCC will research options for locally sourcing a mantle for the fireplace. The interior committee will continue working on specifying materials. Reviewed room-by-room/area by area updates and changes to design.

FF&E coordination: Erica is working with Deb to coordinate existing inventory, collection size, linear feet of shelving, etc., and create a floorplan. Erica expressed concern that the shelving required may be higher than the original intended goals. Discussed limited options for finding more space. Erica and Deb will continue to work on refining layout. Hoffman will require information on an FF&E budget to inform the bid package at the end of January.

Erica continues to work with Deb on the circulation desk design and will work with Jon to finalize plans for the book drop area.

IT update: Josh from WVLS responded back to Erica and she has forwarded to Jody. Erica has a few other details to add to the scope. Jon will coordinate with Jody for another phone conversation to follow-up/finalize scope.

Electrical power plan items (est. sub-committee): There have been input and concerns voiced from several different parties regarding lighting and electrical outlets, including the historical society. Jon will coordinate a meeting with the electrical engineer and Erica and Deb for later in the week.

Comments from DCC: Vicki noted that this is the last meeting until late January with the architects at which point they will have a meeting to discuss the final construction documents. Minor comments will be taken at that time. Vicki requested any further input from the DCC prior to finalizing the construction documents. Discussion of logistical electrical and construction coordination with the town next door. Tom and Vicki met with Paul DeLeers and brought up the question of bathroom towel and soap fixtures and coordinating with the town for purchasing future supplies, which he will pass along to his site manager.

The DCC restated their interest in wording in the bid package to encourage the use of local subcontractors and vendors. Janet inquired specifically about the fireplace and Jon explained options for working with specific local vendors.

Tom asked about specification for “attic stock” extra of materials to replace items as needed. Jon will have that written that into the bid package.

Open action items: The following items are open action items that are still being worked on: electrical design plan, finalizing interior design plan, exploration of native plant grants.

Review design schedule: The construction documents will be sent electronically by Hoffman to the library on January 18. The committee will meet on January 19 at 3:00 PM to review the construction documents. Jon and Jody will represent Hoffman at a final meeting with the DCC for a final construction document signoff at 1:30 PM on Tuesday, January 23.

Reclamation plan: Jon has developed a list of major items that will be available for reclamation. He will distribute with the next set of meeting minutes.

Logistics of library services during construction/renovation: No changes since the last meeting.

Construction management: Tom and Vicki are continuing in their search for a construction observer, but have encountered the challenge that those that would be willing and able are more likely to bid on the project. We will likely not have a construction observer on board prior to the Hoffman redline meeting.

Public Comments: None.

Next Meeting: Friday, January 19, 3:00 PM at the Demmer Library. There being no further business, Tom made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 4:55 p.m.

Respectfully submitted: Erica Brewster

Minutes November 9, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck (arrived at 4:16 PM), Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling, Mary Sowinski. Other attendees: Katie Kirby, historical society.

Absent: Rosie Obukowicz

Vicki Reuling called the meeting to order at 4:10 p.m.

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

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

Review and Approval of Minutes from November 1, 2017 Meeting: Motion by Janet, seconded by Catherine to approve the November 1, 2017 minutes as submitted. All ayes, motion carried.

Update on Town Building Plans: Town electors approved the town building plans at a special meeting on November 7, 2017. As long as the budget is approved on November 21, the project would begin in the spring of 2018 at the same time as the library project. The building would be a cement foundation and brick building with vinyl siding in the gables. The town chair did suggest there would be the opportunity for us to look at coordinating some construction services and site design. Vicki retrieved the Mach IV civil engineering contract and was charged with identifying a time for Vicki and Tom to meet with the town.

Update on library board special meeting: The library board met on Tuesday, November 7, prior to the town board meeting and following the Monday meeting of the foundation. Vicki approached the foundation with the current question about the project budget. The foundation made a commitment to support the project budget as they can beyond the \$1 million committed. Vicki reported this to the library board. The library board then made a motion to approve the removal of the alcove and moving of the electrical service at the cost determined by the architect.

Updates on Library/HS design: Tom made a comment that he doesn't care for the exterior trim strip on children's area and Catherine doesn't care for the upper level line. Placement of garbage corral is also still a question.

Furniture/Fixture/Equipment: Discussion of the email update sent by Erica regarding options for interior design contract through Hoffman, South Central Library System and EBI. Motion by Mary seconded by Vicki, to begin working with the three entities proposed beginning with a maximum number of 15 hours for the Amy from Hoffman. Mary withdrew motion and Vicki withdrew her second pending further information from Hoffman.

Motion by Mary, seconded by Janet, to approve the contract with South Central Library System for furnishings. Discussion: the committee would like to have a contract line to include a maximum number of hours, as suggested by South Central. Mary withdrew her motion, Janet withdrew her second pending further information.

Janet and Catherine reported on progress on planning for the fireplace in the Northwoods Reading Room. They will be visiting fireplace showrooms on Saturday and will report back to the committee.

Memo of Understanding with Historical Society: work has begun on a memo of understanding between the historical society and library for financial and administrative management during construction and when historical society begins working out of the space in the library. Mary is taking the lead in coordinating creation of the document between the historical society and library. She encourages those with ideas and input to e-mail her.

Reclamation Plan: Mary has drafted an initial draft of a reclamation plan for items in the facility that might be of use to people or agencies. She has identified Sue De Young as a potential volunteer to take the lead on coordinating and publicizing the reclamation process. Discussion about the logistics involved and further discussion will follow with the architects. Mary will follow up with ReStore/Habitat for Humanity.

Construction management: Committee needs to clarify the \$53,000 in the construction project contract designated to construction management.

Logistics for library services during construction: Catherine reported on what was stated at the library board meeting – the library is investigating use of the space in what will be the former Choo-Choo Store downtown for public services, and a classroom at the school for the majority of the collection. Long-term storage for furniture hasn't been determined yet. Bekins out of Rhinelander could possibly give an estimate for moving costs and storage, and there is a possibility of securing/renting a semi-tractor trailer.

Public Comments: None.

Next Meeting: **Wednesday Monday, November 13, 10 AM – tour of Nicolet.** There being no further business, Catherine made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 5:55 p.m.

Respectfully submitted: Erica Brewster

Minutes November 13, 2017

Demmer Library Design and Construction Committee

Site visit to Nicolet Area Technical College - Lakeside Center

Committee attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling.

Absent: Mary Sowinski

Vicki Reuling called the meeting to order at 10:00 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 Tom to approve the agenda. All ayes, motion carried.

Tour of remodeled Lakeside, Northwoods, and Red Oak Center: Pete Vanney, facility director, led a tour of the Lakeside Center (remodel completed November 2017) and provided information about the design, procurement, construction/installation process, and building materials and FF&E. Nora Craven answered questions specific to the Richard J. Brown Library.

Vicki departed at 11:20 a.m.; Tom assumed role of chair of meeting.

Committee also visited the remodeled Fieldside Center.

Public comments: None.

Next meeting: November 15, 1:30 PM. There being no further business, Janet made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 12:10 p.m.

Respectfully submitted: Erica Brewster

Minutes November 15, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling, Mary Sowinski (arrived 1:42 PM). Other attendees: Paul Kaiser, library board president; Amy Moore, Hoffman interior design (via telephone).

Absent: Rosie Obukowicz

Vicki Reuling called the meeting to order at 1:33 p.m.

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

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

Review and approval of minutes from November 9, 2017 meeting: Motion by Tom, seconded by Catherine to approve the November 9, 2017 minutes as submitted. All ayes, motion carried.

Update on town building plans: Tom and Vicki met with town chair Jeff Bruss on 11/13 to discuss details about coordinating the two projects. Jeff is supportive of sharing contractors and coordinating services as much as possible. The library's contract for the site development with Mach IV has been signed and delivered and the intention is that the town would sign a matching contract after final budget approval on 11/21. If the budget passes, the DeLeers will present the town building design to the Plan Commission on 11/28. Also briefly discussed road limits for moving and beginning construction in the spring. Tom asked if the contractors would require a staging area for the contractors. Jeff suggested using the space to the northwest side of the building; Jon will check with construction management.

Site Design:

Progress update: Site design plan was included with the documents package sent to the DCC meeting on 11/14. Reviewed the proposed sidewalk/walkway in front of parking on Huron Street and porous pavers proposed for back walk, though concerns about shoveling and frost heave were raised; leaving power poles in place; moving one handicapped parking place to the opposite end of the parking area for direct access to west entrance near lift/elevator.

Currently no plans to create a 4' deep rain garden, but would utilize appropriate plantings in a space. Mary will work with the county to obtain funding for native plantings through the pollinator grant. Rain barrels will provide additional water for landscape/flower watering.

The sanitary lateral line was scoped and videoed on 11/15, and determined the lateral to the street was

Orangeburg pipe and is caving in on itself. The cast iron immediately in and exiting the building is in good condition, but the line out to the town sewer connection will need to be replaced.

Historical Society stair: Due to zoning conflicts with dimensions of museum egress from upper level of Johnson House on east side, needed to move the west wall of the library building 3' northwest. This changes the dimensions of the historical society space and trimming 200 square feet of space off total square footage of building (roughly equivalent to 2/3 of the square footage gained in the alcove redesign). This reduces the area of the historical society reception by approximately 50 square feet.

Motion by Tom, seconded by Janet, to accept the changes to the historical society entrance, reception, and display area as presented by Hoffman. All ayes, motion carried.

Further review of the space between the museum entrance and the Johnson House lead to recommendation for additional walking surface between buildings to allow for access without walking up steps from north side.

Trash enclosure: Proposal to use space under museum egress for trash bin storage. Mary will discuss with Bill Hayes.

Civil contract: the signed contract for the library portion of the work was delivered electronically on 11/13.

Geotechnical soil borings: Mach IV has been discussing with PSI, and additional borings will be taken for the town project on a separate contract. Initial staking happened today (11/15) and drilling will be completed on Monday, 11/20.

Updates on library/museum design: Jon had confirmed that the lift can be moved and reused.

Fireplace options: Catherine and Janet reported on research they had done on the fireplace. Addressed questions about setbacks from windows, etc. Three separate costs areas of firebox, masonry, and mantle; total cost of project should be under \$10,000. They presented options. They will return with a specific proposal to the committee.

Design Development set overview: Reviewed the design development set submitted via Procore, 11/14.

Alcove update: electrical alcove has been removed and a screened/gated space for electric and gas panel.

Architectural, structural, HVAC, electrical, plumbing: Reviewed details of the architectural drawings with questions and comments noted. Erica and Janet will review door hardware for each door with architect and report back to committee. Need to know if there need to be any lockable cabinets. Reviewed the HVAC, electrical, and plumbing with similar comments.

Reviewed the project budget based on the design changes. Reviewed several options to address budget shortfalls, including leaving some spaces in lower level unfinished (walls, lighting, etc.). Still need to clarify the costs to be covered by the FF&E budget line.

Approval – Design Development documents: tabled until future meeting.

Interior design: Amy Moore, Hoffman interior designer described the general idea for interior designer. She would develop the interior concept and feature spaces to break down major spaces, including flooring, accent walls, writing specs for interior finishes, and meeting times, including one remote and one in-person visit. She further assists Jon with architectural plans, but will reduce time needed to work with a designer out of the office. Further discussion on detailed interior design was tabled until the next meeting.

Consider FF&E contract with South Central Library System: tabled until future meeting.

Reclamation plan: tabled until future meeting.

Construction management clarification: The committee clarified the budget lines allocated for contractor/construction management fees in the budget. Also asked about inclusion of liquidated damages in general contractor contract. Jon will investigate.

Precertification of contractors: Hoffman qualifies at time of bid, but does not do prequalification.

State building code update: Jon is requesting two variances to the code, specifically the open staircases as allowed by the 2015 code that is yet to be approved, and second for variance of space between the buildings. The design would meet the intent of the code, but need it approved on paper. Town chair Jeff Bruss has agreed to sign off on changes. Jon is continuing to work with the Plan Commission for further approvals for setbacks, etc.

Logistics for library services during construction: Discussion tabled until next meeting.

Hoffman invoice – approve October payment: Motion by Mary, seconded by Tom, to approve payment of the October invoice from Hoffman in the amount of \$33,696.73. All ayes, motion carries. Noted that the \$50,000 in non-lapsing funds has been expended and balance will be paid by the foundation.

Public Comments: None.

Next Meeting: Tuesday, November 21, 2:30 PM at the Demmer Library. There being no further business, Mary made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 5:30 p.m.

Respectfully submitted: Erica Brewster

Minutes November 21, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Erica Brewster, Janet Dixon, Catherine Marshall, Vicki Reuling.

Absent: Tom Asbeck, Rosie Obukowicz, Mary Sowinski

Vicki Reuling called the meeting to order at 2:33 p.m.

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

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

Review and approval of minutes from November 13 and 15, 2017 meetings: Motion by Janet, seconded by Catherine to approve the November 13, 2017 minutes and the November 15, 2017 minutes as submitted. All ayes, motion carried.

Design development approval and budget constraints: This meeting was prompted by the budget estimate presented at the end of the November 15, 2017 meeting. Vicki handed out a budget worksheet looking at available sources of funding vs. the project budget. Available/probable funds are within \$25-\$30,000 of the latest project estimate. Reviewed an estimated FF&E budget. Discussed unknowns and reviewed any further options.

Motion by Janet, seconded by Erica to recommend to the library board to accept and approve the design development set as presented by Hoffman at the 11/15/2017 meeting with considerations as discussed by the DCC at that meeting. All ayes, motion carried.

Consider contracts for Furniture, Fixtures & Equipment:

South Central Library System for furniture and fixtures consultation: Motion by Catherine, seconded by Janet, to approve the contract with South Central Library System for furniture and fixtures consultation. All ayes, motion carried.

Hoffman interior design: Motion by Erica, seconded by Janet, to approve up to 34 hours of interior design work with Hoffman Planning, Design & Construction, Inc., at the rate of \$102. All ayes, motion carried.

Janet, Catherine, Vicki, and assistant director Lyn Pietila, will form an interior design work group to work with interior designers and report routinely to the DCC.

Reclamation plan: Tabled until next meeting.

Logistics for library services during construction: Erica updated the committee on progress for logistics for library services in securing a downtown storefront, space at the school, and storage space. Reviewed the draft task management plan and discussed board effort to identify individuals to take leads on major portions of the project, including transition coordination and media/communications coordination.

Construction management: Tom had suggested finding a local retired contractor to pay independently to oversee the project. Several names have been floated and will be reviewed by Tom and brought back to the DCC.

Public Comments: None.

Next Meeting: Tuesday, November 28, 1:30 PM at the Demmer Library. There being no further business, Janet made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 3:53 p.m.

Respectfully submitted: Erica Brewster

Minutes November 28, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski. Other attendees: Jody Andres, Hoffman architect.

Absent:

Vicki Reuling called the meeting to order at 1:32 p.m.

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

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

Review and approval of minutes from November 21, 2017 meeting: Motion by Catherine, seconded by Janet to approve the November 21, 2017 minutes as submitted. All ayes, motion carried.

Town building update: The 2018 budget was approved at the November 21, 2017 meeting, which included the levy funding for the town building and the library.

Design development approval and budget constraints: Town chair Jeff Bruss signed off on the design development set on 11/27. For the benefit of those members that missed the last meeting, Vicki reviewed the DCC budget worksheet from the 11/21 meeting, with corrections to the estimated project budget.

Site design update:

- a. **Coordinate with town for site/storm water design:** Will begin meeting next week with Mach IV to start planning for the cooperative effort for site design. Will have another conference with the DCC to review information prior to next Plan Commission presentation.
- b. **Geotechnical boring update:** Erica reported that she spoke with Cody from PSI on 11/28 and he is scheduling the borings to be done Wednesday, 11/29.
- c. **Sanitary line replacement:** Based on the scoping results of the sanitary line, it will need to be replaced. It involves trenching across Huron Street, further than would have been needed to be done for the new water service. Vicki also brought up the town plan for road reconstruction and Huron Street is scheduled for summer of 2019. She will ask the town about the extent of that plan and whether that work (at least between West School and Gogebic streets) should be done in coordination with the library construction and parking.

- d. Zoning appeal Plan Commission review: Jon presented the overview of the setback zoning variance request that will be reviewed at the Plan Commission meeting on 11/28. If approved by the PC, it will be forwarded to the town board and then submitted to Oneida County Planning and Development.

Building design:

- a. Confirm pending DD comments: Reviewed items requiring follow-up on the DD review.
- Electrical plan: was not fully developed in the DD set. A fully developed plan will be sent next week, including floor boxes, approx. \$750 each, especially in the lower level where trenching will be required. For lower level, approach would be to bid those out as alternates; for upper level, work with interior design to decide where a pole could be used instead of a floor box. For the circulation desk, can run a conduit up through the floor and mount a box in the furniture.
 - Plumbing for makerspace: plumbing engineer estimates cost of running sanitary and connecting water fixtures at approximately \$2000.
 - Changes to historical society space: historical society would like to request reducing the enclosed storage (room 118) by half and keeping it entirely within the historical society area (room 117), and removing door 118. They also request accommodation of space in the planned storage rooms of 116 and 113. The library also is concerned about available storage in the lower level. Discussed moving the furnace currently planned for 113 into mechanical room 112.
 - Other works in progress: Erica will work with Jon to develop a scope for IT and security/CCTV. Janet and the interior design working group will work with Jon to review the fixtures for the bathroom. Erica has begun working with Jon on the door schedule and hardware. There will need to be some modification to the fire rated book drop room to separate the interior and exterior book drop – Erica and Janet will consider options and report to committee and Jon.
 - Additional stonework on exterior: Cost of additional stonework on external was discussed and Jody and Jon will develop options and cost comparisons for stamped concrete and/or other options.
- b. Interior concepts: Amy from Hoffman presented some design and color ideas for the major program spaces and major traffic circulation areas: the central entry corridor, the Northwoods room, local history room, maker space, children's area, bathrooms. Committee reviewed samples of counter tops, laminate for cabinetry, carpet samples, and specialty wall finishes. Amy will coordinate with the FF&E working group.
- c. FF&E working group: Janet – lead, working with Catherine, Vicki, and Lyn.

Review design schedule: Jon has updated the schedule to reflect brief delay. There will be one more DCC working meeting and then meeting for construction document signoff. This still keeps the project on time for opening bids in early/mid-February. Would need to request a special meeting of the Plan

Commission the week of December 18 for final approval of site design. Jon also suggested if the DCC is going to engage a local construction site supervisor, to have them on board for the Red Line review meeting.

Reclamation plan: Mary has identified a volunteer to help coordinate the reclamation effort. Volunteer would work with Erica to identify items left in building that would be available for claiming, create a process, and publicize the information. Jody clarified that most of the items would be available at the end of the project or as demo schedule. The sequence of construction is up to contractor. Jody can provide a list of items set for removal/demolition.

Logistics for library services during construction: The library board and Erica have secured use of space at the school and continue negotiating rental storefront space. Mary offered an in-kind option for a tractor trailer for space for extended furniture storage, but would require insurance coverage.

Construction management: Tom and Vicki will contact potential people for construction management services.

Memorandum of Understanding with Historical Society: Mary has set up a meeting with representatives with the historical society for 12/1. Results of that meeting will be distributed and presented to the DCC at their next meeting prior to being forwarded to the library board.

Public Comments: None.

Next Meeting: Wednesday, December 13, 3:30 PM at the Demmer Library. There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 4:17 p.m.

Respectfully submitted: Erica Brewster

Minutes December 13, 2017

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived 4:20 PM). Absent: None

Vicki Reuling called the meeting to order at 3:32 p.m.

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

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

Review and approval of minutes from November 28, 2017 meeting: Motion by Janet, seconded by Tom to approve the November 28, 2017 minutes as submitted. All ayes, motion carried.

Design development approval and budget constraints: The foundation met on December 4, 2017, and confirmed they will commit an additional \$110,000 to the project. The DCC expressed their appreciation for the foundation's continued support.

Approval of bills:

- a. **Hoffman:** Motion by Tom, seconded by Catherine, to approve payment of the November 30, 2017 invoice. All ayes, motion carried.
- b. **Mach IV:** Motion by Rosie, seconded by Tom, to approve payment of the November 30, 2017 invoice. All ayes, motion carried.

Site design update:

- a. **Review site plan:** Tom reported on a conference call he, Vicki, and Erica had with Jon Rynish and Bob Mach from Mach IV to review the site plan from civil engineering. Reviewed the plan and comments page-by-page.
- b. **Coordinate with town for site/stormwater design:** Will need to coordinate with the town through Mach IV and DeLeers. Vicki and Tom have a meeting to discuss on 12/14.
- c. **Geotechnical boring report:** Results of the geotechnical report indicated the need for addition of two sumps and foundation drains in the areas of new excavation. This was discussed while reviewing the site plan and placement of rain gardens.
- d. **Zoning appeal – Plan Commission and town board:** Vicki reported on the town board meeting, 12/5. At that meeting, a different approach was presented by town chair (following a discussion with Oneida County Planning & Development). The approach has been changed in response and new documents have been forwarded to the Plan Commission for the meeting on 12/18.

Building and interior design:

- a. **Interior design:** Janet reported on two phone conferences with Amy Moore, Hoffman interior

designer. Physical samples have yet to be received. Janet described the selections proposed and suggested that there may be two options of pallets presented to the full DCC at a future meeting. Janet presented the DCC with a decision point about adding vinyl flooring to a portion of the large meeting area or staying with carpeting for the full area. The workgroup opted for full carpeting in the multipurpose room. DCC also agreed that an accent wall would be acceptable in the multipurpose room. Accent tile will be added to the sink walls in a bathroom. Discussion of the sink wall in the Northwoods Room lead to suggestion of using the large wall for a historical display provided by the historical society, and what type of lighting would be needed/best for that purpose.

- b. Electrical plan: Erica reviewed some of the discussion that has occurred over the electrical and lighting plan to make sure there is adequate light and electrical access. She has had input from Deb on lighting and on location of electrical points.
- c. Stone on building: Question about use of stacked stone vs. field stone on columns and building entrance. Continued with choice of stacked stone to match interior fireplace stone and not compete with existing field stone. Continued discussion of cost recovery options to preserve additional stone on building entrances.
- d. Other design comments from DCC: Framing option for heavy timber frame on the front entrance rather than a frame wrapped in trim would be the less expensive option. DCC agreed that this would be a preferred option.

Erica reported on progress and concerns with the furnishing discussion. There seems to be a lot of work that needs to be done in a short period of time and it's not clear if parts of the design documents are contingent on having information on the furnishing layout.

Review design schedule: Vicki reviewed the timeline for and concerns we have about being prepared to make decisions by Monday, December 18. She will work with Jon to review what items are priority.

Reclamation plan: Mary is waiting on a list of items that can be reclaimed from Hoffman. Discussion of reclamation of the lumber from the trees – the town will remove the trees and Mary is working on storing the lumber.

Logistics for library services during construction: Erica is still looking for long-term storage furniture storage space.

Construction management: Tom and Vicki are meeting with DeLeers and ask if they don't win the bid if they would be willing to do construction observation, and same for other contractors that may bid. Those that agree could be approached after the bids are awarded.

Public Comments: None.

Next Meeting: **Monday, December 18, 1:30 PM at the Demmer Library**. There being no further business, Catherine made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 5:40 p.m.

Respectfully submitted: Erica Brewster