

Minutes January 4, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Catherine Marshall (left at 5:48), Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived 4:50 PM)

Absent: Janet Dixon

Others: Kathleen Olkowski

Vicki Reuling called the meeting to order at 4:35 p.m.

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

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

Review and approval of minutes from December 18, 2017 meeting: Motion by Rosie, seconded by Catherine to approve the December 18, 2017 minutes with corrections as presented. All ayes, motion carried.

Approve payment of Mach IV invoices: Motion by Catherine, seconded by Tom, to approve payment of invoices 5514 (dated 12/15/17) and 5556 (dated 12/27/17). All ayes, motion carried.

Approve payment of PSI invoice: Motion by Rosie, seconded by Tom, to approve payment of invoice 542605. All ayes, motion carried.

Review payment spreadsheet: Discussion of the disbursement journal spreadsheet that Erica has been keeping to track the bills paid to date. Tom requested that the total contract amount be added to the sheet.

Update on financials: The next meeting will include a new estimated cost from Hoffman for the project cost. We are currently just meeting the project cost in funds available, and there may still be some additional costs within FF&E that need to be accounted for.

Approve Hoffman change order for interior design: The change order is for the contract with Amy for the interior design portion of the project and will add the total to the Hoffman contract. Motion by Tom, seconded by Rosie, to approve the change order to the Hoffman contract. All ayes, motion carried.

Update on WPS/DeLeers/Hoffman discussion: Tom and Erica met with representative of WPS, DeLeers, and Hoffman and Mach IV by phone. Tom reported the plan for electrical service placement to the new town building and temporary power to the town office building during construction, and options for moving the power poles. The change to the plan for the power service to the town means that the library will not need to permanently relocate the underground line to the town, which should reduce the cost estimate. The committee also agreed to leave the power poles where they are and Tom will communicate to Jon.

Update on Oneida County zoning change request: Vicki and Mary attended the zoning hearing on 1/3. The request was passed with minimal discussion.

Interior design: Vicki reported that the working group received an electronic summary of sample choices from Amy/Hoffman. Rosie will pick up sample cards for the paint colors from that summary. The working group will meet again next week. Erica continues to work with Deb/South Central on feedback.

- a. **Fireplace and fireplace mantel:** Janet, Catherine, and Lyn have been working with Jon to make final decisions on the faceplate for the fireplace. Vicki has secured a donation of a wood mantel from Kwaterski Bros.
- b. **Book arch to children's area:** Mary is working with a local carpenter to decide if the current arch design can be done in wood, or if another material may be more appropriate. Mary suggested that we remove the specific design from the bid document and make this an owner-responsibility item.
- c. **Circulation desk:** Erica has worked with Jon and Deb to solidify the plan for the circulation desk layout.

Comments from DCC: Tom asked about the TLHS storage space in the lower level office. Mary confirmed that that was discussed by the historical society.

Open action items:

- a. **Book drop:** has been finalized with Jon – will remove the plan for the second opening into the vestibule and Jon will assess the condition of the current book drop and will plan to reuse it.
- b. **Trash enclosure:** The plan for storing trash under the 2nd floor exit will not work due to code requirements. Vicki presented alternative options from Jon. The committee agreed that option #2 is the best option, but 4 would be the second choice.

Review design schedule: The design schedule follows the schedule for the next several meetings.

Reclamation plan: Mary confirmed that the volunteers are active and willing to manage the reclamation process.

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 Mary. All ayes, motion carried. The meeting adjourned at 6:00 p.m.

Respectfully submitted: Erica Brewster

Minutes January 19, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived 3:30 PM)

Absent:

Others:

Vicki Reuling called the meeting to order at 3:03 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 January 4, 2018 meeting: Motion by Tom, seconded by Rosie to approve the January 4, 2018 minutes with corrections as presented. All ayes, motion carried.

Approve payment of Hoffman invoice 17221-6: Vicki reported on a discussion about the discrepancy in the estimated reimbursables and costs included in the original contract. Motion by Janet, seconded by Catherine, to approve payment of invoice 17221-6 for Hoffman Planning, Design & Construction, Inc. All ayes, motion carried.

Review payment spreadsheet: A copy of the disbursement journal to date was shared.

Interior design update: Janet reviewed the samples for interior finishes. Some discussion of details and selection of last items. Janet will respond to Amy with final decisions. It was decided in a discussion with the architect this week that all signage has been removed from the bid package, including the soffit signage. The interior committee will work on signage.

Book arch to children's area: The interior design group has informed the architect that the design and construction of the book arch will be an owner responsibility item. Some discussion of logistics of design.

Construction document drawings: The committee reviewed the Owner Review Set documents.

- Plantings will be removed from the bid; Mary will take responsibility for selecting and acquiring the appropriate plants for the rain garden.
- Clarified the "line of disturbance" boundary between the library and the historical society for this project.
- Vicki briefly addressed the concerns within the draft of a memorandum of understanding between the historical society and the library board. This committee will be concerned with two construction related items: 1) change orders (approval by historical society) and, 2) reimbursement by the historical society for construction costs. Vicki will work with the historical society to establish a system of approval for change orders.
- Rosie asked about the stonework on the fireplace. Noted general question for Jon about how we

will work with the contractor on final selection of materials (per options to substitute)

- Question about any height restrictions for bookshelves around the sprinkler system.
- Questions will be brought to Jon and Jody at the next meeting.

Bid process: Vicki, Tom, and Erica had a phone conference with Jon in which they discussed the bid process details. A project manager at Hoffman has been working to formulate legal bid documents and Vicki has been liaising with Sue Harris, town clerk, to prepare the RFP for release on January 26. There will be a site visit/walk through with Jon Rynish/Hoffman at 10:30 AM on February 1, 2018 for contractors. Bids must be submitted by February 15, 2018 at 1 PM at the town office. The official public bid opening will be at 1:10 PM in the town board room. Hoffman will then qualify the bidders by February 19 so the library board can approve the contractor bid and with anticipation of awarding of the bid at the town board meeting (both) on Tuesday, February 20. The DCC will need to meet at 4 PM on February 19 to approve the bid prior to the library board/town board.

There will be a discussion with the architects about how to handle the situation of high bids at the meeting on Tuesday, January 23.

Sub-committee on changes and issues: Vicki asked the committee about a recommendation of having a subgroup of the DCC – Erica, Tom, and Vicki – to approve change orders and necessary decisions up to a set dollar amount (\$5,000). This will be taken to the library board as a recommendation of the DCC.

RFP – Low voltage (IT): Erica presented the RFP prepared by her with assistance from Hoffman and WVLS. The committee advised finding out what the dollar limit for competitive bidding contracts, then getting a ballpark on what projects like this have cost. Erica will follow up.

Review design schedule: The design schedule has been updated to reflect the bid dates.

Reclamation plan: It appears the details of the reclamation plan will need to be worked out with the contractor.

Public Comments: Janet asked the question about handling information/marketing as the project rolls out. It was noted that this was not a part of the DCC charter. Catherine suggested that this be brought up at the library board meeting.

Next Meeting: Tuesday, January 23, 1:30 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 5:04 p.m.

Respectfully submitted: Erica Brewster

Minutes January 23, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Tom Rulseh, historical society representative – designated proxy for Mary Sowinski

Absent: Mary Sowinski

Others: Jon Rynish, Jody Andres (Hoffman)

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

Review and approval of minutes from January 19, 2018 meeting: Motion by Rosie, seconded by Janet to approve the January 19, 2018 minutes with corrections as presented. All ayes, motion carried.

Outstanding items on construction document drawings: The DCC reviewed an e-mail from Erica to the DCC and the architects reviewing questions on the plan from both the DCC and Erica's review of the documents. Jon had responded with some specific answers.

Substitutions: many of the interior finish items were specifically marked "no substitutions." Jon says that as samples come in, if something comes back that varies too far from the selection sample, Jon will bring that to the DCC for discussion.

Finishes: Janet (per interior committee) reviewed questions on AF-601 interior design finish schedule. Schedule will be updated to reflect discussion. Reviewed questions on the toilet rooms, will update schedule to reflect changes to toilet room fixture color, addition of vanity lights, and clarifying independent function of bathroom exhaust fans. Janet will store the samples unless Amy Moore requires use of them.

Sprinkler system: this program outlines a "scope design." A specific design will be done by a subcontractor in accordance with coverage over higher shelving. A sprinkler contractor will be aware of possible changes to shelving arrangement, including height.

Plantings/Seeding: Jon reviewed with the civil engineer and the documents will incorporate last e-mail information sent by Mary Sowinski.

Electrical: Hoffman confirmed there is training included in those sections on specific aspects of the system, similar to the plumbing, HVAC, and sprinkler system. Jon also confirmed with the electrical engineer that the lighting under the porch (book drop area) will be on dusk-to-dawn timers.

Asbestos: Will need to be done for the entire building (last report was done for the lift area only). Hoffman suggests that the DCC/library do that independently to be able to have those results ready for the contractor.

Final cost estimate: Jon reviewed the 1/23/2018 cost estimate for the project. Currently the cost estimate is very close to the 11/22/2017 estimate. Hoffman reviewed some of the scope adjustments and outstanding open items still included in the budget.

Construction document review and sign-off: Vicki asked if once these documents are signed off, changes to the plan would require a change order. However, before the contract with the contractor is signed, there is an opportunity to discuss changes (suggestions from the contractor, etc.) and create an addendum/post bid addendum to the plan.

Motion by Vicki, seconded by Catherine, to approve construction documents for the Demmer Library renovation and addition project as presented by Hoffman Planning, Design & Construction, Inc., with changes as discussed. All ayes, motion carried.

Vicki reviewed the publication of the bid (appearing in the Vilas County News Review on 1/24/2018). Hoffman stated that the bid would also be appearing in trade journals/electronic newsletters, and if the DCC had a specific general contractor that should see the posting, Hoffman can contact directly. A full set of bidding documents will be sent to the Town of Three Lakes in Vicki then further reviewed the timeline for the bidding. There will be a site visit/walk through with Jon Rynish/Hoffman at 10:30 AM on February 1, 2018 for contractors. Bids must be submitted by February 15, 2018 at 1 PM at the town office. The official public bid opening will be at 1:10 PM in the town board room. Hoffman will then qualify the bidders by February 19 so the library board can approve the contractor bid and with anticipation of awarding of the bid at the town board meeting (both) on Tuesday, February 20. The DCC will meet at 4 PM on February 19 to approve the bid prior to the library board/town board.

Tom Asbeck will be acting chair for the meetings when Vicki is not available.

Sub-committee on changes and issues: Vicki returned to the recommendation discussed at the prior meeting of having a subgroup of the DCC to approve change orders.

Motion by Janet, seconded by Tom A., to create a subcommittee on changes and issues, consisting of Vicki Reuling, Tom Asbeck, and Erica Brewster, to have authority over changes up to \$5,000. All ayes, motion carried.

Bill Hayes, president of the historical society, responded via email about representatives of the historical society to be involved in change orders involving the space specific to the historical society. He recommended that two of three designated representatives be included in those decisions: the board vice president, finance director, and/or board designee to the DCC. Janet asked to clarify if those individuals would be available via phone or email. All three are local, year-round residents and would be able to respond in a timely manner (e.g., 24 hours).

Catherine asked what occurs if the historical society disagrees with the change order. The consensus is that there would be negotiation

Tom Rulseh (proxy for Mary Sowinski), moved, seconded by Catherine, that for change orders specific to the historical society space, that there be consultation with representatives from the historical society to include at least two of the following: the historical society vice president, the historical society finance

director, and/or the historical society board designee to the DCC. All ayes, motion carried.

RFP – Low voltage (IT): Vicki suggested that when this RFP is put out, that we ask respondents to break out their cost estimates per area in case we need to choose portions to not act on immediately. This will be forwarded to the library board.

Public Comments:

Next Meeting: Thursday, February 15, 1:30 PM at the town board room. There being no further business, Tom A. made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 3:15 p.m.

Respectfully submitted: Erica Brewster

Minutes February 15, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Tom Rulseh, historical society representative – designated proxy for Mary Sowinski

Absent: Mary Sowinski

Others: Jon Rynish (Hoffman)

Vicki Reuling called the meeting to order at 1:27 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 January 23, 2018 meeting: Motion by Tom, seconded by Janet to approve the January 23, 2018 minutes as presented. All ayes, motion carried.

Approval of Hoffman and advertising bills: Motion by Rosie, seconded by Catherine, to approve payment of invoice #17221-7 in the amount of \$11,830.88 from Hoffman Planning, Design & Construction for design expenses, reimbursables, and interior design contract in January 2018. All ayes, motion carried.

Motion by Janet, seconded by Tom A., to approve reimbursement of \$519.50 to the Demmer Library operating budget for expenses related to advertising the construction and IT bids. All ayes, motion carried.

Bid process review: construction and IT/low voltage bids were opened at 1:10 PM and 1:20 PM respectively. Two construction bids were received: DeLeers Construction for \$1,632,076.00 and Greenfire Management, LLC for \$1,588,360.00 for bids without costs for alternate bids included.

The construction budget Hoffman was aiming for was \$1,830,000 which includes the building construction cost budget (\$1,771,216) and contractor fee budget (\$58,450). Hoffman will take these bids and qualify the low bidding contractor and comparison review for the alternate bid additions and deductions to determine the final low bid. Hoffman will review the requirements of the bid, including performance bond, bid bond, and other considerations, including voluntary alternates.

Vicki reviewed a disbursement worksheet showing total project funds available with disbursements to date.

Outline of the process for contracting with general contractor:

Monday

- DCC will receive qualification feedback from Hoffman and approve selection of alternate bids

Tuesday

- Library board receives and approves recommendation of the DCC
- Town board would receive recommendation of library board to select a general contractor based on bids and alternates

Hoffman can provide the template for the contract that the town will use to initiate contracting with the general contractor.

Reviewed the alternates submitted with the bids:

1. Replacing the maker room window with a larger format window similar to planned for front of building.
 - a. DeLeers -\$470
 - b. Greenfire -\$400
 - Noted that both architects noted “deductions” for that work rather than additions.
2. Salvage and reuse 15 leverlocks
 - a. DeLeers -\$2348
 - b. Greenfire -\$3040
3. Extend sanitary stub across stair and cap under maker room
 - a. DeLeers +\$792
 - b. Greenfire +318
4. Add electrical boxes in multipurpose and conference room
 - a. DeLeers +\$6,104
 - b. Greenfire +\$2,434
5. East and west porch framing – gluelam vs. heavy timber (in original bid)
 - a. DeLeers +\$312
 - b. Greenfire +\$6,468
6. Salvage and reuse 2 automatic door operators
 - a. DeLeers -\$2,723
 - b. Greenfire -\$4,295

Reviewed the bid process for the low voltage/IT project. Received one bid from PieperPower System Technologies. Tom will assist Erica in reviewing the bid and making a recommendation. The bid received did not include a quote for Hearing Loop installation.

Briefly discussed options for construction management that can be pursued once we know the budget available.

Sub-committee on changes and issues: The proposal for the sub-committee has been approved by the library board.

Furnishings update: Erica provided an update about the progress being made on furnishings. The library staff has been working closely with the consultant from South Central. They have identified the major furnishing needs and styles and have begun selecting fabrics. One major consideration is the bookshelves – identifying a woodworker and determining number of additional fixtures needed.

Stormwater management report: Vicki reported on the storm water review with the DNR. The report is complete and we have received the documentation that is posted during construction. The town did agree to pay the \$1,400 charge.

State conditional approval: A conditional approval was received from the state for the project pending

planning designs for specific areas. One issue that was raised was state code does require posting separate sex bathrooms for certain occupancy loads. Jon is working to review the code and determine which occupancy we were falling into. The state is still requiring letter of the code. Otherwise, as of now, our approval is status quo and moving forward.

Status of asbestos survey: Vicki reported that a contract has been signed with NorthStar Environmental. Erica reported that they are working with NorthStar Environmental to schedule the survey. They have committed to having the work completed by 3/1 as requested. The survey was originally scheduled to take place on 2/14, but NorthStar needed to cancel due to emergency response to flooding at Aspirus hospital in Wausau. They will call on Monday morning and schedule for the week of 2/19. If any abatement is needed, that should be scheduled first in the demolition phase.

Memorandum of understanding with historical society: The historical society has drafted a memorandum. The DCC is mainly concerned with payment of the pledged amount from the historical society, and any change orders in construction. The creation of a workgroup from the library board has been placed on the board's agenda for their 2/20 meeting.

Book arch into children's area: Tabled until next meeting.

Public Comments: Vicki informed the committee that there was a problem with the posting of the RFP for bids for the town project. It is likely their project timeline will be pushed back and there may be some challenges for staging and coordination, especially if the town project doesn't proceed, but shouldn't affect the library project timeline in general.

Agenda for next meeting:

- Update from Hoffman on qualification
- Determination/selection of alternates
- Recommendation to library board based on low bid

Jon will join by conference call.

Next Meeting: Monday, February 19, 4 PM in the lower level of the library. There being no further business, Tom made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 3:05 p.m.

Respectfully submitted: Erica Brewster

Minutes February 19, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Mary Sowinski (arrived 4:13 PM)

Absent: Vicki Reuling

Others: None

Tom Asbeck called the meeting to order at 4:00 p.m.

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

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

Review and approval of minutes from February 15, 2018 meeting: Motion by Rosie, seconded by Janet to approve the February 15, 2018 minutes as presented. All ayes, motion carried.

Update from Hoffman on bidding general contractor qualifications: Noted Greenfire Management had included the scope but not the cost for relocating the electrical line in their bid. When followed on up by Hoffman, Greenfire representatives explained reasoning that WPS must do or at least approve the work so they did not feel they could include the cost in their bid. Hoffman discussed with Greenfire and the Association of General Contractors to assure that this was not a concern for disqualification of bid.

Reviewed bid summary provided by Hoffman: both bidders were qualified and met all requirements of the bid.

Tom asked if Greenfire Management has indicated who the actual contractor would be as Greenfire Management describes themselves as a management firm, not a builder. Jon said they can get the information for the DCC.

Greenfire Management and DeLeers stated that they have but have not yet provided a list of subcontractors (local contractors) to Hoffman.

Neither contractor expressed concern about liquidated damages or start date presented in the bid.

Tom asked if Hoffman had worked with Greenfire. Yes, on a small project for Northland Pines School District. No comment on quality of work was volunteered.

Clarified DCC/library board/town is obligated to select the low bid if both general contractors are qualified.

Determination of alternate options:

Reviewed the alternates submitted with the bids and selected preferred alternates.

1. **Accept** - Replacing the maker room window with a larger format window similar to planned for front of building.
 - a. DeLeers -\$470

- b. Greenfire -\$400
- Noted that both architects noted “deductions” for that work rather than additions.
- Also clarified that we could further pursue that with other study room windows.
- 2. **Accept** - Salvage and reuse 15 lever locks
 - a. DeLeers -\$2348
 - b. Greenfire -\$3040
- 3. **Accept** - Extend sanitary stub across stair and cap under maker room
 - a. DeLeers +\$792
 - b. Greenfire +318
- 4. **Accept** - Add electrical boxes in multipurpose and conference room
 - a. DeLeers +\$6,104
 - b. Greenfire +\$2,434
- 5. **Reject** - East and west porch framing – gluelam vs. heavy timber (in original bid)
 - a. DeLeers +\$312
 - b. Greenfire +\$6,468
- 6. **Accept** - Salvage and reuse 2 automatic door operators
 - a. DeLeers -\$2,723
 - b. Greenfire -\$4,295

Motion by Janet, seconded by Catherine to accept alternates 1, 2, 3, 4, and 6. All ayes, motion carried.

Recommendation of general contractor to the library board based on low bid: Motion Catherine, seconded by Rosie, to recommend Greenfire Management, LLC as the general contractor to be selected to perform the work based on qualifications and low bid submitted on 2/15/2018. All ayes, motion carried.

Steps in developing contract with general contractor: Jon emailed two sample contract forms: 1) Consensus standard short form agreement document, and 2) AIA industry standard contract form. Hoffman can offer some limited guidance on the form, but the bulk of the form needs to be filled out by the library/town.

Jody recommended starting by asking the town which document they prefer. When asked, Jody said they prefer to use the Consensus document whenever possible and, as it is copyrighted, could provide the legal access to the document to the library/town for this project.

Hoffman can help fill in blanks with general project information but not comfortable with striking out or changing the template. It would be up to the town attorney to review and make any modifications.

The town/library would complete the first draft of the contract and then send to Greenfire, which may send to their attorney, and then returned for further review by the town/attorney. Hoffman suggested allowing a couple of weeks timeline to complete contracting process.

Recommended that liquidated damages to be included part of the contract.

Update on qualifications for IT/low voltage bid: Reviewed the single IT/low voltage bid.

Security system: \$26,295. Concern was raised about the cost as the total was as much as the rest of the

system combined. The question was raised about the necessity of the security system and how the design for the system was developed. Discussion about the functionality of the proposed system vs. the cost and recommendation to the library board. As the use of a security system is a policy concern, the DCC will refer the decision to the library board.

Cable TV: \$2,281.50

Voice/data cabling: \$11,854

Telephone system: \$6,847

PA system (voice and auxiliary sound): \$3,365

Total: \$24,347.50 (without security system included)

Recommendation of IT/low voltage contractor to library board: No formal motion at this time. Will take the whole bid to the library board and recommend that the staff meet with Pieper Power representative and work on a solution that is specific to the Demmer building project.

Public Comments: None

Agenda for next meeting:

- Review the final draft of the construction contract
- Review the IT/low voltage contract, as needed

Next Meeting: Wednesday, March 7, 4 PM in the lower level of the library. There being no further business, Mary made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:00 p.m.

Respectfully submitted: Erica Brewster

Minutes March 07, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Mary Sowinski (arrived 4:24 PM)

Absent: Vicki Reuling

Others: None

Tom Asbeck called the meeting to order at 4:02 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 February 19, 2018 meeting: Motion by Rosie, seconded by Catherine to approve the February 19, 2018 minutes as corrected. All ayes, motion carried.

Approve construction bills: Motion by Rosie, seconded by Catherine, to approve payment of construction bills listed on the disbursement journal: Hoffman invoice 17221-8 in the amount of \$9,035.86 for design services and reimbursables and NorthStar Environmental for asbestos and lead paint testing in the amount of \$1,885.00. All ayes, motion carried.

Report – town board action on bid award: Following the DCC meeting, the recommendation for Greenfire was taken to the library board and the town board on 2/20/2018. Both boards approved the recommendation unanimously with minor discussion.

Contract negotiations - report: The library board recommended Greg Harrold, town attorney, for the contract management. Tom Asbeck has been working with Mr. Harrold on the Consensus document supplied by Hoffman. Following the public announcement of the bid, Erica received a phone call from a citizen asking if the board/foundation was aware of sovereign immunity of tribal entities – that a tribal entity cannot be sued in U.S. court, but would be litigated in tribal court. Following this, Tom worked with Mr. Harrold and contacted Greenfire. Greenfire readily supplied documentation that they cannot claim sovereign immunity as they are incorporated as Greenfire Management, LLC in the state of Delaware and their incorporation papers includes a waiver of sovereign immunity. Attorney Greg Harrold further reviewed the tribal constitution plus several additional documents and feels comfortable that sovereign immunity is not an issue that can affect this contract. Performance and payment bonding were part of the bid and bid qualification process, so the town cannot be held financially accountable should Greenfire dissolve as a company in the middle of the construction project.

Tom should receive the updated contract from Mr. Harrold by the end of the day 3/6 and will send draft contract to Hoffman and Greenfire immediately for their review. Hoffman will review for content and to release copyright permissions for use of the Consensus document. The library board and town board will meet on 3/20 and would be best to have the contract ready for approval by that date. We are working to

have a quick turn around so construction can start as close to April 1 as possible.

In addition to the contract several additional documents need to be formalized per recommendation of Greg Harrold:

- Written agreement between the Three Lakes Public Library Foundation and the Town of Three Lakes specifying the amount of money to be committed to the project by the foundation.
- Written agreement between the Historical Society an/or the Town of Three Lakes/Three Lakes Public Library Foundation for the amount and process by which funds will be committed to the project.
- Formal designation of contact between town and the DCC – Tom suggests Vicki Reuling as she is the chair of the DCC.
- Determine whether we should pursue “owner purchase of materials” for avoiding sales tax that a contractor would need to pay. Question of whether the savings would be worth any extra bookkeeping for direct payment, and still awaiting a response from Hoffman. Tom will pursue this with Greenfire as appropriate.

Update – IT/low voltage: Tom and Erica met with Jahn Martin from Pieper Power/System Technologies to review the bid estimate and deeper discussion of the actual needs and to get a better understanding of the functionality of the systems. After adjusting, received an updated bid on 3/6, but Erica and Tom haven't had time to review in depths.

The library board also expressed concern about the cost of the security system as the part of the package. Erica had a conversation with Police Chief Lea who would be happy to review the system specifications and meet with the library board if needed. Jahn Martin from System Technologies is also available for those discussions. This will be placed on the coming library board agendas.

Hearing Loop was not included in the bid from Pieper Power as they are not certified. Erica will work on contacting a certified installer and getting an estimate.

At Tom and Erica's request, Jahn Martin created a quote for meeting room equipment. This will likely be a project separate from the construction/FF&E budget.

Asbestos/lead paint testing and abatement: Received the report on asbestos/lead presence in building. There is no lead paint in the building, but there would be asbestos abatement needed for the large meeting room, front entry stairs, and the lower level bathrooms.

Tom received a list of asbestos abatement companies from Hoffman and Greenfire. Mary will contact 3-4 from the official list and get quotes for the work, and approval at the next DCC meeting.

FF&E budget - update:

Briefly reviewed the FF&E budget estimate as available to date. Best estimate is at \$188,000, compared to Hoffman's estimate of \$177,000. Moving costs are still estimates, low voltage estimates have been included but not updated per estimate received on 3/6. Erica is still working on getting costs for the interior furnishings and shelving. FF&E budget worksheet includes amounts of money pledged to specific areas of the project as well as known project estimates.

No further updates on the book arch design and construction.

MOU with historical society – update: Working on a supplement to define the process for payment between the historical society and/or the library foundation and the town (see contract negotiations above).

Construction management: Tom has contacted and had some interest from Patrick McCabe, builder with Chequamegon Builders, but hasn't had interest back from other. Tom will meet with him and determine interest, qualifications, and price for hiring him as an owner's representative.

Update – reclamation plan: Have made contact with Habitat Restore in Rhinelander. Will need to schedule for a window between moving out and asbestos abatement. Tom will work with Dave Kirby to reclaim ceiling tiles for the workout room at school. Janet and library staff will mark items for reclamation.

Public Comments: None

Agenda for next meeting:

- Review/approve recommendation the final of the construction contract

Next Meeting: Wednesday, March 20, 8:30 AM in the town board room. There being no further business, Mary made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 5:36 p.m.

Respectfully submitted: Erica Brewster

Minutes March 20, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz (left at 9:25 AM), Mary Sowinski (arrived 8:35 AM), Vicki Reuling

Absent: None

Others: Tom Rulseh, representative, Three Lakes Historical Society

Vicki Reuling called the meeting to order at 8:30 a.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 March 7, 2018 meeting: Motion by Catherine, seconded by Tom to approve the March 7, 2018 minutes as presented. All ayes, motion carried.

Review/approve contract with Greenfire: The draft contract was e-mailed to members of the DCC over the weekend. Tom Asbeck reviewed the process by which the contract was developed: collaboration with Attorney Greg Harrold, then review by Hoffman and Greenfire with some back and forth (mostly about insurance), and finally Hoffman gave their approval for use of the copyrighted Concensus Doc. Review and discussion of contents and review of contract definitions and insurance, specifically allowances and builders insurance. The Town of Three Lakes has builders insurance and Greenfire will be listed as an additional insured.

Motion by Rosie, seconded by Catherine, to approve recommendation of contract with Greenfire Management, LLC., as presented. All ayes, motion carried.

Tom Asbeck shared the initial construction schedule. Start date (initial mobilization) would be 4/2/2018.

Documents of financial viability (MOUs): The intention of these documents is to demonstrate financial viability of the project and would be included as Exhibits in the contract. The Three Lakes Public Library Foundation approved their MOU at their meeting on 3/19/2018. The final copy will be signed within the week.

The historical society MOU still has a couple outstanding logistical payment process questions needing clarification before completing the MOU for approval.

Building permit: The building permit is needed by 4/2. The initial permit was sent to the county in 2017, and then was completed by Tom with the contractor information. Final permit should be sent to Sue Harris in the next week.

Asbestos remediation: Mary, Tom, and Erica pursued options for asbestos remediation and accepted a proposal from Mavo Systems Wisconsin, LLC, to complete the required work on 3/27-29/2018, ahead of mobilization of construction. Greenfire has requested the additional air test following remediation and Mavo

has added that to the proposal. Quick action was taken on the proposal in order to schedule prior to work and allow 2 weeks notice to DNR of work being done.

Testing was not done on the shingles of the roof. Tom will follow up with Greenfire on any concerns and required testing for shingles in roof.

Moving and construction schedule: Tom Asbeck shared the initial construction schedule. Start date (initial mobilization) would be 4/2/2018. Mary noted that there may be specific items that we need to discuss with the contractor for any additional items. Tom said that Greenfire will require any items that are to be saved be clearly marked. Discussion about items that may be useable after and timing, before, during, and after construction.

There may be a concern about the storm water plan tie-in with the town hall project, which may not be happening in 2018. If the timing gets too delayed, the library may need to do some redesign depending on final timing.

Approve payment of construction/transition bills: Motion by Janet, seconded by Mary, to approve payment of construction bills listed on the disbursement journal: bid advertising (Antigo Journal, Lakeland Times), and 1st installment of the Rhinelander Moving Company payment. All ayes, motion carried.

Public Comments: Tom Rulseh made the comment that the items that are included in the current and past disbursement journal does not include any construction (brick and mortar) costs.

Next Meeting: Tuesday, April 10, 4:00 PM, meeting location TBD. There being no further business, Tom made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 9:50 a.m.

Respectfully submitted: Erica Brewster

Minutes April 10, 2018

Demmer Library Design and Construction Committee

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

Absent: None

Others: Paul Kaiser, Demmer board of trustees president

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Comments: None.

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

Respectfully submitted: Erica Brewster

Minutes May 2, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Rosie Obukowicz (departed at 4:15 PM), Mary Sowinski, Vicki Reuling

Absent: Catherine Marshall

Others: None

Vicki Reuling called the meeting to order at 3:05 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 April 10, 2018 meeting: Motion by Tom, seconded by Janet to approve the April 10, 2018 minutes as presented. All ayes, motion carried.

Update on construction progress: construction is progressing. Interior demolition is largely done, minus a bearing wall that is waiting to be replaced with an I-beam. Plumbing has been cut in to the basement, and exterior demolition has begun. They are starting to put in interior walls in the lower level. In essence they are about a week ahead of schedule. There is an ongoing question about the number of locksets included in the bid as a deduction. The bid called for 15 locksets to be reused. However only 11 locksets have been accounted for as part of the old building. Erica isn't sure where the number of 15 locksets came from, so we may need to absorb the cost of those 4 locksets.

Contract with owner's representative: Vicki and Tom completed a contract with Brian Shubring of Winchester Builders of Eagle River. There was an introduction meeting with Keith, site supervisor, on 5/1.

Update on furnishings: Erica has not received any further updates from Deb; hope to have something for next meeting. Has sent information for shelving to Kwaterski Bros. – will meet with him to review. Erica has yet to follow up with Golden Pear Interiors. Vicki suggested two more possible prospects.

Report from Signage working group: Reviewed list of questions from signage workgroup; discussion followed. Continue to have some confusion on the finish specification for the soffit as it relates to the signage. Will need to discuss with Jon Rynish to confirm.

Recognition wall: Brief discussion – will report to Three Lakes Public Library Foundation.

Fireplace mantel: The finishings subcommittee met at Kwaterski Bros., and are leaning towards reclaimed wood.

IT/low voltage status: The IT/low voltage bids were signed by Sue Harris and sent to PieperPower on 4/18/18.

Groundbreaking ceremony: Vicki reported on plans for the groundbreaking ceremony, 11 AM, May 8.

Financial spreadsheet: Vicki reviewed the revised spreadsheet which contains all tracking information for

flow of funds from the foundation and the outstanding commitments in one sheet. She will balance it with the town on a monthly basis and present updated versions at future DCC meetings.

Payment of bills: Motion by Tom, seconded by Mary, to approve payment of the bill from Mavo Systems, Invoice #4590 in the amount of \$7,365 for asbestos abatement. All ayes, motion carried.

Public Comments: None.

Next Meeting: Wednesday, May 9, 4:00 PM, at the Three Lakes town board room. There being no further business, Tom made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 4:24 p.m.

Respectfully submitted: Erica Brewster

Minutes May 9, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Mary Sowinski (arrived at 4:15 PM), Vicki Reuling

Absent:

Others: None

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

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

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

Review and approval of minutes from May 2, 2018 meeting: Motion by Janet, seconded by Tom to approve the May 2, 2018 minutes with revisions as presented. All ayes, motion carried.

Update on construction progress: The interior demolition has mostly been completed and much of the framing of new rooms has been roughed in. The plumbing on the lower level has been cut in. The updated construction project schedule was shared. Intention is to start excavation 5/18, and remove gas/electric utilities 5/15, which will be the next large events. Brian Shubring, the owner's rep, has visited the site once and submitted a report with a few items that the architect has determined are relatively minor. In the future, the concerns noted by the owner's rep, will be uploaded as a punchlist on Procore and checked off as addressed.

Re: Procore - several of committee members still are not on the Greenfire Procore site. The committee reviewed the invite list and found errors with contact information/email addresses. Erica will send revised information to Mike Murphy and committee members are asked to watch their e-mails for an invitation to the Procore site. Tom and Vicki noted that materials have been uploaded in the past several days.

Request was made that for the next meeting the DCC tours the building to review progress.

Update on furnishings: Erica continues to have back-and-forth clarification with Deb on the specifications in the bid. She is also continuing to specify wood and metal shelving and working through availability of materials. For rehabbing of the shelving, Erica and Mike Kwaterski are still trying to connect on to see the shelves stored in the basement of the storefront library.

Vicki reported that Mike Kwaterski also expressed interest in salvaging and planing down the siding for reuse as reclaimed cedar siding. Mary will arrange to collect the siding as it comes available and store it until we can determine use(s) for it.

Report from Signage working group: The signage group met 5/9 and is recommending tree names for rooms in the lower level: large program room - Maple Room; conference room – Tamarack Room; medium study – Spruce Room. Members met with Jon Rynish about the appearance of the soffits. The consensus is to move away from the wood veneer and instead use a painted soffit. Are considering using wood-style

lettering and a narrow wood trim on the bottom edge of the soffit.

Regarding signage perpendicular to West School Street: Rosie has begun some exploration into the signage requirements from Oneida County, etc. Mary has talked to Bill Hayes and the historical society has also expressed interest in sharing some of that space on the sign to indicate location and possibly "open/closed." The point was raised that the sign would need to be lit and the question of electrical access on the outside of the building and underground to the sign. Will need to determine where the tentative location for the sign is in relation to the building, sidewalks, setbacks, rain gardens, and flagpole.

Still working on the name for the "parenting room."

Discussed other detail for signage throughout the building, including library board responsibility for room capacity notice, shelter/exit routes, etc. Will meet again 5/17 to inventory signage needed and begin identifying vendors to contact. Goal is to contact vendors in June.

Recognition wall: Vicki reported on the discussion with the foundation regarding planning for the donor wall. Are looking more at using the windows looking into the vestibule. Due to lack of wall space in the interior of the building. There will need to be space for approximately 350 donor names. Will pursue an idea with the FAB LAB.

Groundbreaking ceremony recap: The committee briefly reviewed the groundbreaking ceremony.

Financial spreadsheet: No changes since the last meeting.

Payment of bills: Motion by Mary, seconded by Catherine, to approve payment of the following: invoice #5740 in the amount of \$1,115 Mach IV for storm water redesign; invoice #17221-10 from Hoffman for design expenses in the amount of \$1,655 and reimbursables of \$0.90 for a total of \$1655.90; invoice #10658 in the amount of \$60,131.48 from Greenfire Management System; invoice #1 for reimbursing Vicki Reuling for groundbreaking expenses in the amount of \$143.95. All ayes, motion carried.

Public Comments: None.

Next Meeting: Wednesday, June 13, 3:30 PM, at the Three Lakes town board room. This meeting will include a tour of the construction site. There being no further business, Mary made a motion to adjourn, seconded by Rosie. All ayes, motion carried. The meeting adjourned at 5:15 p.m.

Respectfully submitted: Erica Brewster

Minutes June 13, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz (left at 5:15), Mary Sowinski (arrived at 3:45 PM), Vicki Reuling

Absent:

Others: Katie Kirby and Bill Hayes (Historical Society), Paul Kaiser (board of trustees – left at 4 PM)

Vicki Reuling called the meeting to order at 3:30 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 Rosie to approve the agenda in any order. All ayes, motion carried.

Review and approval of minutes from May 9, 2018 meeting: Motion by Rosie, seconded by Janet to approve the May 9, 2018 minutes with revisions as presented. All ayes, motion carried.

Tour of Demmer construction and update on construction progress: Committee adjourned to tour the construction in progress. Reconvened at the town board room at 4:10 PM. Reviewed progress to date. Updated the committee about scheduling the moving of the electrical and gas with WPS and removing the two pine trees. There is no specific timeline as it is dependent on WPS's schedule.

The committee also reviewed the water incursion issues that have become obvious since the latest two rainfalls. Hoffman is reviewing options, but trenching around the building and adding drain tile around the entire foundation is a likely scope. That would force the following changes to the original scope: the ash tree on the south side, originally intended to be preserved, would need to be removed. The steps leading to the door on the north side of the building would also need to be removed. There will be a contingency cost involved in all of this. The committee discussed whether removal of the north steps should cause us to change the planned door on the north to a window. General consensus was to not make too many changes to the plan, and to request in the contingency cost of replacing the steps afterwards.

Historical society is interested in planning a groundbreaking and is asking to be kept informed of the scheduling of WPS and the excavation.

Reuse of Demmer siding: Mary is still willing to continue taking siding as it comes available. Erica mentioned that they may be slowing down their plans on removing the siding in order to reduce water infiltration and due to delay in excavation. Hoffman had suggested a few options for use including as fencing around the mechanical areas, the south wall of the Local History Room, or in the Historical Museum reception area. Will need to determine how much wood is left in order to make decisions about how it will be used. The historical society will put discussion use of the wood in their reception area on their next agenda.

Ceiling tiles: Vicki informed the committee that the ceiling contractor suggested a different style of ceiling tile. The committee would consider this change once the cost difference is known.

Soffit discussion and decision: Soffit will not be covered in wood veneer. They will be painted (off) white to match the ceiling. No trim on soffits; no change will be made to the soffit at the circulation desk. Sign letters may be of wood veneer on the painted soffit. Vicki will inform Hoffman of the decision.

Report from signage committee – select signage contractor: The signage workgroup reached out to three companies. Lakeland Sign and Graphics did not return an estimate. Color Tech sent proposals electronically. Matt Woller from Graphic House came to tour the building and then to present to the workgroup. Have reviewed the proposals and found the exterior signage proposed to be too large. A decision about location of an outdoor sign will need to be made soon to incorporate changes for exterior electrical to provide light for the sign. There was also discussion of a motion from the town board to research lighting on all the town flags. There will need to be some discussion about the future of the library's flag pole and needs for lighting it.

Workgroup presented some more of the ideas from the companies, and there was committee discussion about utilizing local resources. The workgroup is waiting to hear more about pricing on the different pieces. The historical society also needs to have some input or know which types of signage they would need.

Update on furnishings with cost estimates: Erica presented the quotes received for shelving, public furnishings, and office furnishings. Erica, Tom, and Mary will work on reviewing the quotes vs. the FF&E budget before the next DCC meeting.

Recognition wall: Foundation continues to work on plans for the wall. Further discussion as needed.

Children's room arch: Tabled until next meeting.

Financial spreadsheet: Reviewed the updated financial spreadsheet, which does not include the May/June bills to be approved. Expenses are added only after bill is paid.

Payment of bills: Motion by Catherine, seconded by Mary, to approve payment of the following: \$1,515.45 to WPS for cost involved in relocating power to the town office during construction; invoice #17221-11 from Hoffman for design expenses in the amount of \$2,500 and reimbursables of \$113.77 for a total of \$2613.77; invoice #10675 in the amount of \$114,596.14 from Greenfire Management System; payment of \$650 to Brian Shubring/Winchester Builders for owners; representative services; and payment of \$1,548.00 to attorney Greg Harrold for consulting on the construction contract. All ayes, motion carried.

Ribbon cutting ceremony: Catherine proposed that the library board be in charge of planning and presenting the ribbon cutting ceremony. She will bring that to the next library board meeting.

Public Comments: None.

Next Meeting: Wednesday, June 27, 4 PM, at the Three Lakes school board room. There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 6:35 p.m.

Respectfully submitted: Erica Brewster

Minutes June 27, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz (left at 5:45), Mary Sowinski (arrived at 4:15 PM), Vicki Reuling

Absent:

Others: Bill Hayes (Historical Society, arrived 4:15 PM)

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

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

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

Review and approval of minutes from June 13, 2018 meeting: Motion by Janet, seconded by Rosie to approve the June 13, 2018 minutes as presented. All ayes, motion carried.

Construction update – discuss/approve drainage contingency: Trees between library and historical society were removed on 6/20 and the new line to the town building has been trenched in and power has been connected to town hall. The Tuesday construction meeting addressed the concern that things have not been moving along by the original plan, specifically that excavation was scheduled to begin a month ago. The plan is now to have excavation begin 7/2, and Greenfire still has a substantial completion date for mid-November.

Vicki presented two change orders with associated costs for the previously discussed drainage amelioration.

Motion by Mary, seconded by Catherine to approve Greenfire change order PCO #2 for excavation and rerouting for storm water drainage in the amount of \$18,375. All ayes, motion carried.

Motion by Erica, seconded by Janet, to approve change order PCO #3 for installing drain tile and basement waterproofing, pending conferring with the architect about item #7 to prepare footings and frost wall to replace the stairs on the north side. If item is removed from change order completely, cost would \$31,367.39. Included cost would be \$41,498.39. All ayes, motion carried.

Reuse of Demmer siding: Mary measured 560 square feet of siding remaining on the building, minus waste. She has approximately 100 square feet in storage, again minus waste. Vicki reports that Mike Kwaterski is still on board with refinishing the siding. The historical society will have priority for the north wall and secondary for the Local History room.

Ceiling tiles: Motion by Janet, seconded by Tom, to approve change order PCO #4 for adding reveal ceiling tiles at cost of \$3,060.75. All ayes, motion carried.

Report from signage committee – select signage contractor: The signage workgroup met at 3 PM on 6/27. The workgroup is continuing to work with Matt Woller from Graphic House to refine the proposed

designs. They have not had responses from the other two vendors previously contacted. The committee reviewed the proposal-to-date for the exterior freestanding signs and discussed location of sign to provide architect/contractor with information for supplying underground electrical line for lighting.

Mary Sowinski has contacted Midwest Promotional Services in Eagle River as another possible local vendor. They have expressed interest in providing a quote for production of an outdoor sign. There is still question as to whether the types of materials Midwest Promotional Services can use would meet the specifications determined by the signage workgroup. Committee decided to table further discussion of contracting with a signage vendor until later in July when a comparative quote is obtained from MPS.

Bill Hayes requested consideration of the function of the sign on Huron Street to assist visitors to the Visitor Center. The Historical Society board will assign a member to join the signage workgroup once a vendor has been selected to design a coordinating museum visitor center sign.

Report from furnishings workgroup and select vendor(s): Erica presented the discussion from the FF&E workgroup and presented an updated FF&E budget spreadsheet with all FF&E items known to date, updated estimates for shelving, and proposed prioritized “tiers” for other furnishings. Committee discussed how to approach the FF&E budget and timeline needed for ordering items for installation. Shelving would need to be placed on order soon but other furnishings could be ordered in September.

Discussed potential need for bidding for procurement. Erica has done some research in state procurement guidelines and law and has discussed vendor selection process with furnishings consultant. Decisions regarding furnishings will be tabled until the next meeting when more information on the bidding process can be presented.

Recognition wall: No further information on the recognition wall was available.

Children’s room arch: Erica researched cost estimates included in the FF&E budget.

Financial spreadsheet: Reviewed the updated financial spreadsheet, which now includes the May/June bills approved at the 6/13 meeting.

Payment of bills: No bills to pay.

Ribbon cutting ceremony: The library board has agreed to plan the grand opening/ribbon cutting ceremony, mostly likely to be held spring/summer 2019. Committee members with particular interest should contact Catherine who will pass along information to the library board.

Public Comments: None.

Next Meeting: **Wednesday, July 12, 10 AM, at the Three Lakes school board room.** There being no further business, Tom made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 5:51 p.m.

Respectfully submitted: Erica Brewster

Minutes July 12, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Mary Sowinski (arrived at 9:15 AM), Vicki Reuling

Absent: Rosie Obukowicz,

Others:

Vicki Reuling called the meeting to order at 9:05 a.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 June 27, 2018 meeting: Motion by Janet, seconded by Catherine to approve the June 27, 2018 minutes as presented. All ayes, motion carried.

Construction update: Progressing, albeit slowly. The north side of the building has been excavated and is being prepped for waterproofing and the foundation in the front has started to be poured.

Update on building waterproofing: At the last meeting the DCC approved \$10,000 for installation of a frost wall and replacing the steps on the north wall, pending further review with the contractor. That review determined the cost should actually be \$5,000. But after excavation on the north side an existing frost wall for the steps was found, so removal/replacement of the steps is not necessary. The final cost for the excavation, waterproofing, and drain tile will be \$31,269.

Decision on walk-off flooring: Janet showed three different alternatives for walk-off carpet. A selection will be forwarded to Amy for the contractor to place the order.

Update on signage: Mary hasn't completed the consultation with Midwest Promotional Services. Dr. Yahr will be busy in the Fab Lab and wouldn't have time to meet until August. Based on the work that has been completed so far by the signage committee, the expectations/requirements for the type of signage, and the fact that the Fab Lab will be working on the recognition wall, the DCC is going to continue working with a vendor. The question was raised as to the ownership of the design of the design after production so that future signs could be created using other vendors/the Fab Lab.

Vicki shared the addition of the location of the proposed sign on the site plan drawings from Jon.

Update on furnishings: Erica continues to research information on bidding and procurement and will present some information to the library board on 7/17. Mary asked about reuse of metal shelving the library currently is using as temporary shelving. Erica will review the library's needs and discuss with Katie Kirby, museum curator, about museum needs in the same space. Vicki offered the idea that the town may be able to make use of some of the library's unused furniture if we are able to purchase new.

Recognition wall: Vicki has been doing some leg work on organizing the names into categories. Currently

looking at the wall with the water fountain outside the family restroom in the upstairs. Have done some rough estimates on the wall size and space.

Depending on the status of construction, Vicki suggested a pre-opening tour for people/donors who may be leaving before construction will be completed in January.

Children's room arch: No updates at this time.

Financial spreadsheet: No changes since the last meeting.

Payment of bills: Motion by Tom, seconded by Mary to approve Greenfire Management invoice #110693 up to the amount of \$211,831.29 + \$5,000 at the approval of the DCC3, final amount contingent on Hoffman review/approval of invoice; all ayes, motion carried.

Motion by Tom, seconded by Catherine, to approve payment of the following: invoice #17221-12 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$29.20 for a total of \$1,829.20; payment of \$650 to Brian Shubring/Winchester Builders for owners; representative services. All ayes, motion carried.

Public Comments: None.

Next Meeting: Thursday, August 16, 9 AM, at the Three Lakes school board room. There being no further business, Mary made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 9:48 p.m.

Respectfully submitted: Erica Brewster

Minutes August 16, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall (arrived 9:34), Rosie Obukowicz, Mary Sowinski (arrived at 9:15 AM), Vicki Reuling

Absent:

Others:

Vicki Reuling called the meeting to order at 9:07 a.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 Tom to approve the agenda in any order. All ayes, motion carried.

Review and approval of minutes from July 12, 2018 meeting: Motion by Janet, seconded by Tom to approve the July 12, 2018 minutes as presented. All ayes, motion carried.

Construction update: Construction activity has picked up exponentially since the July 12 meeting. Exterior below ground work is mainly finished and the west addition is the next major piece to be completed. The next three weeks will be key for determining the construction completion date. Erica and Tom met with Greenfire to begin adding owner items to the official schedule. Items on that list include: interior and exterior signage (with underground electrical), furniture installation, children's furniture arch, exterior site work (plantings).

Update on signage and acceptance of contractor: The signage committee presented a revised quote and pictures of the proposed signs from Graphic House. The committee has made several changes to the overall proposal for interior and exterior signage. The historical society is working with Graphic House directly for an exterior sign on Huron Street. Graphic House will work with Oneida County Zoning to assure compliance with sign regulations. Reviewed the particulars of the main outside sign. Reviewed interior signage, including choosing exact names to be given to specific rooms for final price quote and ADA requirements. Need to confirm that library will retain rights to use of logo and sign design.

Motion by Rosie, seconded by Tom, to accept the proposal from Graphic House with minor adjustments as discussed. Six ayes, one opposed, motion carried.

Update on FF&E: Tom has done some research into bidding requirements for the purchasing of materials/equipment for the project. He has consulted with town lawyers, Sue Harris, town clerk, and the league of municipalities. The conclusion is that furniture and consultants are not a fixture or a "public work," so do not fall under the bidding requirements. The town does not have an ordinance that requires bidding. Tom will present information at the next library board meeting and the committee will proceed with approving the FF&E proposals.

Erica presented two proposals for the committee to recommend to the library board:

Consider/approve purchase of children's area shelving: Motion by Mary, seconded by Rosie, to commit to

this quote with the consideration of options to reduce the cost of delivery by using local vendors and recommend approval by the library board. All ayes, motion carried.

Consider/approve contract for Hearing Loop installation in large meeting room: Motion by Mary, seconded by Janet, to accept the proposal from Consulting with Clarity for installation of the Hearing Loop technology and recommend approval by the library board. All ayes, motion carried.

Recognition wall: Rosie, Vicki, Dianna Blicharz, and Nancy Kimla continue to work on the numbers of donors and design. Vicki presented the next iteration of the plan using glass squares rather than acrylic obolids due to space restrictions.

Children's room arch: Mary is working with the local artisans who are ready to proceed as needed. Erica asked when they would want to start. The schedule suggests that the physical space will be ready to visit in September/October.

Financial spreadsheet: Vicki reviewed the updated financial spreadsheet.

Payment of bills: Motion by Mary, seconded by Janet to approve payment of the following: Greenfire Management invoice #10709 in the amount of \$285,814.28; invoice #17221-13 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$126.46 for a total of \$1,926.46; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

Public Comments: None.

Next Meeting: Thursday, September 12, 9 AM, at the Three Lakes school board room. There being no further business, Mary made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 10:48 a.m.

Respectfully submitted: Erica Brewster

Minutes September 12, 2018

Demmer Library Design and Construction Committee

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

Absent: Mary Sowinski

Others: Bill Hayes

Vicki Reuling called the meeting to order at 9:02 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 Rosie to approve the agenda in any order. All ayes, motion carried.

Review and approval of minutes from August 16, 2018 meeting: Motion by Catherine, seconded by Janet to approve the August 16, 2018 minutes as presented. All ayes, motion carried.

Construction update: There have been some complications in the west side addition not lining up to the existing building. After reviewing the situation, they have determined that the new plans/drawings did not match the existing building field measurements. Three viable options have been proposed, but will still need to be approved by engineers/architects, etc., before it can be implemented. This may have an impact on trusses, steel beams, and other materials that have already been ordered/delivered. There are additional challenges with the east side roof and soffit/overhang, as well as quality concrete work on the front steps/ramp entrance. Due to these changes, as of this time we don't have a schedule. All parties were present at the meeting yesterday, and it appeared there was a good dialogue happening. We have been promised an updated schedule by next week Tuesday.

Financial spreadsheet: Vicki reviewed the updated financial spreadsheet including more detailed information on change orders and committed but unpaid obligations.

Update on signage: The signage committee met at 8 AM and reviewed the changes sent the previous day. The committee made some selections from the options and will respond. Uncertain if the changes selected will affect the final quote cost.

Update on FF&E: Erica presented an updated FF&E budget/estimated costs summary, breaking out the FF&E budget into two categories: top priority and lower priority. To date, \$113,855.20 has been committed, and \$59,635.89 has been paid out. There is another \$111,286.67 estimated in the top priority and \$50,117 in lower priority. The committee discussed other items that should be added or amended, including quotes for sound system for the large multipurpose (Maple) room. The committee accepted the report and will return to the sound system quotes as construction progresses.

Erica also reported that after Systems Technologies reviewed construction plans and visited the site. They recommend installing flat screen televisions rather overhead mounted projectors in the meeting rooms due to the low ceiling heights in the lower level. Substituting a flat screen TV would result in a \$1,200 deduct on

the original quote.

- Motion by Tom, seconded by Rosie, to accept and recommend to the library board revised quote from Systems Technology to place a flat screen television in the small conference (Tamarack) room rather than an overhead projector resulting in a deduct from the original quote. All ayes, motion carried.
- Motion by Janet, seconded by Catherine, to accept the quote for construction and delivery of two additional units to the circulation desk from Hertz Furniture and recommend to the library board. All ayes, motion carried.

The next priorities for furnishings will be a final quote for adult and YA shelving, and first and second tier furnishings (based on previous prioritization). The committee discussed funds for FF&E projects that go beyond the original FF&E line in the construction budget. The DCC proposed requesting a direct grant from the TLPLF to purchase select furnishings. Erica will develop a request for furnishings in the \$80,000 to \$100,000 range. Vicki will request a meeting of the TLPLF to consider this grant request

Update on landscaping: Greenfire as contractor is responsible for finding a subcontractor for preparing the site, large trees, and grass seeding; the DCC has agreed that they (Mary) are responsible for the rain garden and other plantings. Mary has had an invitation to apply for a grant from the American Transmission Company (ATC) and is working to put together a committee with representatives from the library, historical museum, and town to develop a basic plan for a grant to be submitted September 30.

Recognition wall: Vicki and Rosie shared samples of materials and design they are working on in the FabLab. They continue to refine the details and plan to use the wall above the drinking fountain and next to it next to the upstairs library bathroom.

Children's room arch: Mary was not present; tabled until next meeting.

Payment of bills: Motion by Tom, seconded by Catherine to approve payment of the following: Greenfire Management invoice #10727 up to the amount of \$195,845.31, subject to approval by Hoffman. All ayes, motion carries.

Motion by Catherine, seconded by Tom to approve invoice #17221-14 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$270.40 for a total of \$2,070.40; progress billing invoice #693818 from PieperPower/Systems Technologies for \$14,741.00; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

Public Comments: None.

Next Meeting: Wednesday, October 10, 9 AM, at the Three Lakes school board room. There being no further business, Erica made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 11:24 a.m.

Respectfully submitted: Erica Brewster

Minutes October 10, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived 9:15 AM)

Absent:

Others:

Vicki Reuling called the meeting to order at 9:02 a.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 September 12, 2018 meeting: Motion by Rosie, seconded by Catherine to approve the September 12, 2018 minutes as corrected. All ayes, motion carried.

Construction update: It would be nice to provide an update on more progress, but it is proceeding slowly. A lot of work has happened in the last month, but as of 10/9, the building is still not closed in. On 9/18 the contractor did present a draft of a schedule that pushed the completion date past the 11/30 date – at that time they put it out to 12/18, but until the building is closed there really is no way to know what a realistic end date might be.

Discussion followed about how the owner (DCC/Library Board/Town of Three Lakes) should respond to a request from the contractor to change the end date on the contract. Tom, Erica, and Vicki will be having a phone meeting with Hoffman to discuss options to proceed.

Financial spreadsheet: No updates to share; \$1.2 million of foundation/historical society funds have been deposited with the town, so the private contribution is complete.

Update on signage: Signage subgroup is meeting with Graphic House on 10/10 to update colors and cost estimate. They may make a trip down to the site to see if they can locate the front sign at the front of the building as the electrical subcontractor has been asking for location.

Update on FF&E: On Monday, 10/8, the Three Lakes Public Library Foundation reviewed a request presented by Erica for \$90,680 to the Foundation for select furnishings and equipment. The TLPLF is still waiting for some of the long-term pledges to be fulfilled, but has continued to receive beyond the initial construction budget. Based on availability of donor funds pledged to the project, the foundation approved the request. These will be the priority furnishings and once orders are placed and construction proceeds, further need for furniture requests will be reviewed.

Erica presented updated FF&E budget budgeted/estimated costs within the construction budget (\$177,500 + \$3,600 from the DOA TEACH grant for internet network infrastructure). Currently the estimated cost for items on this budget list is \$182,774.87, or \$1,674.87 more than the original budget.

Included in this budget would be new custom shelving for adult and young adult collections. Erica presented a proposal from Winchester Builders for two options: all new custom shelving for \$58,709; refurbished non-fiction shelving and all-new shelving in the remaining collections for \$43,467.

Motion by Tom, seconded by Janet, to accept the proposal from Winchester builders for all new custom shelving for \$58,709 to the Demmer Library board of trustees. All ayes, motion carried.

Reuse of reclaimed siding: Vicki received measurements for the historical society area room (139 sq ft) and the local history room (184 sq ft). Mary will work with Mike Kwaterski to determine the next steps.

Landscaping: Due to continued wet weather, the site preparations and grading are on hold. Seeding is part of the Greenfire contract. Mary has applied for the ATC grant and does have perennials from summer plantings at the chamber and post office that can be put in as soon as the site is prepared.

Recognition wall: Four individuals have created a subcommittee to work with the art teacher at the high school to design the wall in the FAB LAB. Vicki reported on the progress in developing the design and donor list development.

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

Payment of bills: Motion by Vicki, seconded by Tom approve Greenfire Management invoice #10739 up to the amount of \$151,510.31, subject to approval and amount authorized by Hoffman. All ayes, motion carries.

Motion by Mary, seconded by Tom to approve invoice #17221-15 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$156.10 for a total of \$1,956.10; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

Public Comments: None.

Next Meeting: **Wednesday, November 14, 9 AM, at the Three Lakes school board room.** There being no further business, Janet made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 10:28 a.m.

Respectfully submitted: Erica Brewster

Minutes October 29, 2018

Demmer Library Design and Construction Committee

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

Absent: Rosie Obukowicz, Mary Sowinski

Others: None

Vicki Reuling called the meeting to order at 9:00 a.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.

Discuss and approve Greenfire Management Services, LLC, Change Order for Extension of Contract Time due to existing conditions:

Greenfire has submitted a formal change order to amend the end date in the contract from 11/30/2018 to 12/21/2018. The change order has no cost increase to the Demmer project. The building was successfully closed in within the last 10 days which gave Greenfire the ability to estimate a final end date.

The DCC3 has been expressing concern about the schedule since meetings on 5/22 and 6/05. The DCC finally made a call to the president of Greenfire on 10/12, and the president and operations manager made an in-person visit on 10/18 and returned on 10/23. There is now evidence of more coordination on site including 8 AM Tuesday subcontractor meetings. Greenfire is now providing the project teams with a 3-week look-ahead of day-by-day activities on site. Progress has been made on site since 10/22.

The contract reads that the owner reserves the right to assess liquidated damages in the amount of \$500/day; it does not require that those damages are assessed. Tom gave his reasoning for waiving those fines up to 12/21 as Greenfire has shown a good faith effort to improve performance to overcome prior challenges and to deliver a high quality product, to maintain a good relationship with the owners, and is not passing on addition project charges to the library. He also pointed out that the project could quickly lose focus if those involved became entangled in questions of cost and time.

Janet asked about impact to the cost on the project if the weather means external site work can't be completed before winter sets in. The project contract allows for us to keep retainage of dollars so if the contractors don't return to complete the work in the spring. Catherine asked about what extra expenses the library/project will be incurring. Main expense will be additional payments to our owners representative and rent/temporary location costs, which do not total \$500/day. Catherine asked about Hoffman's perspective; Erica responded that the architect has expressed concern about the deferring of public funds.

Motion by Catherine, seconded by Vicki to approve the change order to revise the contracted completion date. All ayes, motion carried.

Next Meeting: Wednesday, November 14, 9 AM, at the Three Lakes school board room. There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 9:21 a.m.

Respectfully submitted: Erica Brewster

Minutes November 14, 2018

Demmer Library Design and Construction Committee

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

Absent: None

Others: None

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Comments: None.

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

Respectfully submitted: Erica Brewster

Minutes November 28, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Rosie Obukowicz, Vicki Reuling, Mary Sowkinski (arrived 9:30 AM)

Absent: Catherine Marshall

Others: None

Vicki Reuling called the meeting to order at 9:02 a.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 Tom to approve the agenda in any order. All ayes, motion carried.

Review and approval of minutes from November 14, 2018 meeting: Motion by Tom, seconded by Janet to approve the November 14, 2018 minutes as presented.

Review and approval of minutes from email approval of billing: Will review at next meeting.

Construction update: Progress is happening! Siding began going up on the south side of the building on Tuesday. Exterior update: the ground is now frozen down to 2 feet so additional grading can't be done. They will bring in some additional material to even out the low spots to prevent ponding until spring. Working on the back entrance with timbers and are filling in exterior soffits. The final exterior window was installed. There was some delay on the exterior stonework on the columns. The exterior doors were picked up in Milwaukee yesterday and will be delivered to the site shortly. That will require coordination with electrical and low voltage contractors for installation.

Inside: there was a problem understanding/communicating the specifications for the lift so a modification needed to be made to the lower level door placement. The shoring for the new upper level floor pads were removed and the mechanical rooms can now be finished. Trim work is beginning in the lower level – interior windows are framed and looking very nice. The first floor has majority of prime/first coat of paint finished. Ceiling grid and lighting is going in. There was some discussion about the design of a soffit in the children's area; the existing build didn't match the intended design. The DCC3 decided that it looked good as is. Making the design change would cause major disruption to structure and HVAC vents. It was agreed that it would be left alone. A contractor has been found for floating/leveling the main area floor and they are working on finalizing the change order and schedule the work.

Tom reported that we haven't seen the final updated change order on the change of the final completion date, but has discussed a rebate on costs that we will incur following the meeting.

Discussion: soffit over circulation desk and soffits in general. There continues to be a variety of understandings about the design for the various soffits. The DCC decides that the circulation desk soffit will have yellow birch wood veneer on the vertical surfaces as specified in the Hoffman specification book. The underside of that same soffit will be the blue color as specified for the circulation desk area. The signage committee will work with Graphic House to redesign the lettering for that space to coordinate with the wood veneer. The lettering will say "Welcome." The remainder of the soffits will be painted ceiling white on all faces. The lettering for each of these will either be wood laminate or specialty design as determined by the signage committee.

Review and approve change orders: Motion by Janet, seconded by Rosie to approve change order #25 for \$9,218 for floating the floors that received from Greenfire on 11/28. All ayes, motion carried.

Change order for contract extension date has not yet been received. Vicki reported on a listing of all the change

orders received to date. There are 41 total changes/proposed changes to date.

Financial spreadsheet: Vicki shared the updated spreadsheet. The financial status of the project is good. Vicki reported that the town treasurer has held aside about \$100k of the foundation funds sent have been held aside to cover furnishings or other funds that can't be specifically tied to building construction costs.

Update on signage: Rosie hasn't been able to talk to Matt from Graphic House. Following the exterior site discussion in the construction update, due to the amount of site work that will be needed in the spring, the DCC is now opting for installing the sign after the site work is complete.

Tom will bring the reclaimed "Edward U. Demmer Memorial Library" sign to the next meeting and the DCC can discuss where/how it might be reused.

Update on FF&E: Erica is working the owner responsibility items in the FF&E, including (but not necessarily limited to): cabinetry in front vestibule, makerspace cabinets, wi-fi bar in teen area, and shelving in children's toy closet. Brumar Cabinetry from Sugar Camp is providing the custom cabinetry in the kitchenette, parents' room, and Northwoods Room. Erica will talk to them about estimates for owner item work.

Landscaping: With the two feet of frost, all landscaping will be delayed until spring.

Recognition wall: Catherine edited the text inputted. Vicki met with Ameris Grapa last night and they believe they will be ready to cut the test pattern in the coming week. The original planned wall will no longer work now that we've discovered there will be a large air intake vent. The decision was made to move the recognition wall to the wall next to the maker space.

Children's room arch: Mary and Erica are coordinating with the designer to get a site visit yet this week.

Payment of bills: Motion by Tom, seconded by Janet approve payment of \$29,354.5 to Brian Schubring/Winchester Builders as down payment for constructing custom shelving. All ayes, motion carried.

Public Comments: Tom asked for permission to take the exterior construction sign designed by Hoffman and get it cleaned up for posterity.

Vicki informed the DCC that the DCC3 are having regular 3 PM Monday phone conferences with Greenfire Milwaukee management

Next Meeting: Monday, December 17, 1 PM, at the Three Lakes school board room. There being no further business, Tom made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 10:15 a.m.

Respectfully submitted: Erica Brewster

Minutes December 17, 2018

Demmer Library Design and Construction Committee

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

Absent: Mary Sowinski

Others: None

Vicki Reuling called the meeting to order at 1:02 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 November 28, 2018 meeting: Motion by Rosie, seconded by Janet to approve the November 28, 2018 minutes as presented.

Review and approval of minutes from email approval of billing: Motion by Janet, seconded by Catherine to approve the November 20, 2018 email minutes to approve the payment of the Mach IV invoice 6200 as presented.

Construction update: The exterior is attracting a lot of positive attention from the community. Siding is going well, but caulking will wait until warmer weather in the spring. The masonry work is nearly complete, including the fireplace and entrance columns. Most doors and trim are installed and the glazing (glass) for the doors and windows has arrived. A major piece of work remaining is leveling of more floor in young adult area. After the Tuesday construction meeting during the walk through the area was inspected and it was obvious that a correction needed to be made. An estimate for the work has been received and they will work to schedule that work ASAP.

Plumbing inspector was on site, and most of the fixtures have been installed. Flooring has been completed in bathrooms. The decorative tiles have yet to be installed.

Some carpeting was beginning to be laid but the DCC3 asked them to stop until the rest of the ceiling tile and trim was complete to protect the floor. The carpet that was laid is protected with plastic.

Items to be completed in the springtime: asphalt and asphalt striping, grading, laying stone around perimeter of building, final landscaping, caulking of exterior siding, rain barrels and stained concrete. Exterior signage will be installed by Graphic House in the spring.

Erica reported on the IT and low voltage connections. Most of the wiring has been installed and the connections are being made to the IT room. Now there needs to be coordination with WVLS, Frontier, KTVS, and the fire protection to connect the system together.

Review and approve change orders: As of right now all the new change order are still in process. Tom continues to work on finalizing the change order for the contract date with corrections. He will meet with town clerk Sue Harris for signatures on the changes and town chair Jeff Bruss to update him.

Financial spreadsheet: No updated spreadsheet at this time.

Update on signage: The subcommittee met on 12/10 with Matt from Graphic House, and they visited the library site. They discussed changes and details of each type of lettering and location of those letters.

Tom brought in the reclaimed Edward U. Demmer / Memorial Library sign from the original building. The committee discussed possible use for the letters on the new building. Will make the effort to clean up the letters and board.

Update on FF&E: Children's shelving will be delivered and installed on January 29 and 30 2019. Deb Haeffner is working on finalizing dates for installation of other furnishings. Two additional sections of the circulation desk are due to be delivered this week. They will be stored on site until they can be installed. She continues to work with Winchester Builders to finalize design of the book shelves – construction is starting. Erica has also spoken to Brumar Cabinetry about owner items (cabinets in the vestibule, Libratory) and will follow up with them in January.

Landscaping: Mary reported on receiving a \$2500 grant from the American Transmission Company for landscaping between the library, historical museum, and town office; Erica has contacted town chair Jeff Bruss about starting a workgroup on brainstorming elements of a design for the green space between buildings. No work will be done in the summer of 2019 to allow the town to observe pedestrian and traffic patterns among the buildings and drainage, etc., but planning can begin. Vicki suggested that effort be turned over to the library board as the DCC's charter will end with the completion of the project.

Recognition wall: Vicki reported that the names are edited and entered in the computer and etching and cutting of the pieces will begin on Tuesday, 12/18.

Children's room arch: Erica has met with Gail Lovett of Golden Pear Interior Design and Gail is preparing ideas for the project.

Payment of bills: Motion by Tom, seconded by Janet approve payment of \$650 to Brian Schubring/Winchester Builders; \$14,741.00 to Pieper Power/Systems Technology, invoice. #703435 as third progress payment for low voltage; Hertz Furniture for two additional sections for the circulation desk, \$1,126.67 inv. # 633698. All ayes, motion carried.

Motion by Catherine, seconded by Tom to approve payment to Greenfire inv. #10775, in the amount up to \$234,617.11, per the amount Hoffman approves. All ayes, motion carried.

Public Comments:

Next Meeting: Monday, January 14, 10:30 AM, at the Three Lakes school board room. There being no further business, Janet made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 2:11 p.m.

Respectfully submitted: Erica Brewster