

## **Minutes January 14, 2019**

### **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 10:30 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 Janet to approve the agenda in any order. All ayes, motion carried.

**Review and approval of minutes from December 17, 2018 meeting:** Motion by Catherine, seconded by Janet to approve the December 17, 2018 minutes as presented.

**Review and approval of minutes from email approval of billing:** None at this time.

**Construction update:** In general the project is quickly nearing completion. The major interior construction pieces are coming to a close, but there are still lots of small details and pinch points, especially involving door hardware and areas of transition from construction to day-to-day function (e.g., phone line installation and securing operational systems contracts). Lower level is probably close to 90% complete; items remaining include: finish hanging closet doors in large program room, base trim and sealing concrete floors in storage/mechanical rooms, finish flooring in the lower level bathroom, sidelight window needing to be installed in office area, ventilation in storage room.

Items for state inspection for occupancy: the fire protection system and lift need to have phone line connected before it can be inspected. Erica continues working with Frontier to get the phone line connected to the building. ADA signage will be required. Greenfire has also followed up on other health and safety requirements for the inspection.

Kwaterski Bros. delivered the reclaimed siding that has now been refinished into wood paneling for the local history room and historical society area.

Rosie and signage committee are organizing times to be on site as the interior signage is installed on 1/16.

Exterior letters from the old building have been restored and repainted. Tom will mount on new boards per instruction from signage workgroup.

**Review and approve change orders:** Vicki reported on the various change orders to date as reported on the financial spreadsheet (up to #13).

**Financial spreadsheet:** Reviewed the updated financial spreadsheet, which has been balanced with the town treasurer's accounting for what has been paid. Reviewed the expenditures to date and budgeted amount in each category and projected expenditures.

**Update on signage:** Initial (ADA, required) interior signage will be installed on 1/16/2019. Rosie will follow-up with Matt to determine whether all interior signage can be installed at the same time or if a second trip will be needed.

**Update on FF&E:** Office furniture was installed in the lower level office area. It was a smooth installation – punch list items will be addressed when they return to install other furnishings the last week of January. Erica needs to follow

up with Brumar Cabinetry about owner items (cabinets in the vestibule, Libratory) in order to have those items fall under construction FF&E costs.

**Landscaping:** Responsibility for following up on landscaping in spring will be passed back to Demmer library board.

**Recognition wall:** The work group continues working on the project. The “medallions” are being engraved and painted with gold paint. They are still working out details.

**Children’s room arch:** Erica received an initial proposal from Gail Lovett and shared it with other staff. Determined that we’d prefer to wait until the furniture is moved in before making a decision on design, which Gail agreed with. Several contractors have used the phrase “wrought iron” to describe what they think should be used as an arch in the area.

**Payment of bills:** Motion by Catherine, seconded by Tom approve payment of \$2,984, inv. 5185 from Mavo Systems for removing asbestos steps; \$650 to Brian Schubring/Winchester Builders; \$9,075 to Pieper Power/Systems Technology, invoice #705307. All ayes, motion carried.

Motion by Rosie, seconded by Catherine to approve payment to Greenfire inv. #10790, in the amount up to \$130,117.20, per the amount Hoffman approves. All ayes, motion carried.

**Recommend dissolution of DCC:** Vicki suggested recommending to the library board that the DCC be dissolved per the completion of expectations in the DCC charter. The library board would need to place the item on their February agenda. Committee reviewed the original charter and objectives/responsibilities included therein. Discussion of the remaining responsibilities of the DCC and whether they will be completed within one more meeting in February and be ready to hand over to the board.

The following items would be outstanding for construction closeout and transition between construction and operations:

- Final construction items (under contract with Greenfire, Graphic House) associated bookkeeping and financial management.
  - o Exterior landscaping (grading, plants, rain garden, tree, etc.)
  - o Exterior asphalt, striping, signage
  - o Exterior building work: caulking/staining of concrete, timbers
  - o Installation exterior sign
- Approving payments for any outstanding invoices
- Financial tracking/records/balancing with town
- Establish ongoing operational systems contracts (fire alarm, custodial, etc.)
- Final project documentation to be held at town vault

These items could be handled by the library board, library director, or some informal workgroup appointed/organized by the library board or director.

Motion by Tom, seconded by Rosie, to recommend dissolution of DCC following the February meeting. All ayes, motion carried.

**Public Comments:**

**Next Meeting:** Monday, February 18, 10:30 AM, at the Demmer Library small conference room. There being no further business, Janet made a motion to adjourn, seconded by Tom. All ayes, motion carried. The meeting adjourned at 12:19 p.m.

Respectfully submitted: Erica Brewster

## Minutes February 18, 2019

### 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 10:34 a.m.

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

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

**Message from library board president:** Paul Kaiser thanked the DCC for the work they have done, highlighting how this committee exemplifies the health and vitality of this community.

**Review and approval of minutes from January 14, 2019 meeting:** Motion by Rosie, seconded by Janet to approve the January 14, 2019 minutes as corrected.

**Construction update:** There are a few major items remaining, at least two of which will affect final occupancy dates:

- Installation of fire monitoring panel (scheduled 2/19 AM)
- Wire to front exterior door to allow for door activator button to override afterhours lock on panic bar
- Water heater venting – need to install register instead of grill on duct
- Condensation in insulation on vent in IT room – need to replace insulation
- Heat in janitor's room
- No ventilation (or climate control) in IT room

Other (relatively) minor punch list issues: lock on pocket door between Local History, top handrail in front of the building, bottom of right handrail on back step, some remaining trim work, etc.

Tom followed up with Hoffman following their final request to confirm that they will still complete the following contractually required items following receipt of final payment:

- Review pay applications
- Review final exterior punchlist report
- Submit Compliance Statement
- Review and sign (as required) Certificate of Substantial Completion
- Upon request, meet with owner to review the facility operations and performance, intended to verify the design intent and if necessary, suggest minor design or construction changes that will enhance the owner's use and satisfaction with the project (different than the 1-year warranty walk-through as part of Greenfire's contract)

Jon confirmed this in an email dated 2/18.

Erica gave an update on the move back into the building. Everything is now under the renovated library's roof and staff and volunteers are working on unpacking and arranging furniture and reshelving books. Additional shelves will be delivered 2/19. If all goes well with the fire panel installation and other items necessary for occupancy, Erica hopes to be able to open Friday, 2/22 or Monday, 2/25.

**Review and approve change orders:** Ten pending change orders being reviewed by Hoffman. Five additional change orders for work that has been done are in process but no costs have been submitted to the committee.

**Financial spreadsheet:** Reviewed the updated financial spreadsheet with some formatting changes, including the pending payments to be approved at the current meetings. The project is still projected to come in close to, but slightly under final project budget.

Tom presented on the final item on the contingency list: the town received an invoice from WPS for relocating the power to the town building that has been coming underground beneath the west side of the library construction. The town has asked the library to pay for 2/3 of the \$15,000 cost from the library construction project. Tom has investigated the issue and submitted a letter of concern to the town chair. He presented to the DCC. The DCC will refer the issue to the library board.

**Update on signage:** Decals for hours have gone up on the exterior doors, the rear entrance sign has been hung, and backing for the signs mounted on glass. Still remaining: large exterior sign, and two lift signs. Rosie took the wood for the letters to Mike Kwaterski who will plane down the original boards and stain to match the timbers. Brian Schuebring will hang the completed signage.

**Update on FF&E:** The children's area shelving and the rest of the new furniture ordered were installed the last week of January as scheduled. The remainder of the punch list from the office install was complete but there were some new unfinished items on the upstairs furniture. The first of the new adult book shelves have been installed and a large portion of the remainder will be installed 2/19. Weather delayed construction/installation. Erica continues to work with Brumar Cabinetry on design for the vestibule and Libratory built-ins, and the library has received pledges of funding for additional items and incidentals from the foundation. Additional tackwall has been installed in the children's area. Planning for the children's area signage and arch will continue after opening.

**Recognition wall:** The work group continues working on the project. The "medallions" are being engraved and painted with gold paint. Some medallions needed to be redone. The current plan is to mount the items on a large piece of copper donated by Blicharz Builders, Inc.

**Payment of bills:** Motion by Rosie, seconded by Catherine approve the following:

- \$6,108 for design and \$379.25 for reimbursables, total of \$6,487.25 for invoice #17221-17 from Hoffman Planning, Design & Construction
- \$1,266.67 for the balance of invoice #1825 from Consulting with Clarity for Hearing Loop installation;
- \$15,966.42 for the balance of invoice #125919 from Embury for children's area shelving
- \$206,342.95 for Greenfire Management invoice #10808 for January 2019 construction costs
- \$794.08 for Hertz Furniture order #190212001 for additional circulation desk unit
- \$1,794.00 for Per Mar proposal #QUO-79881-W6K0H4 for purchase/installation of fire system monitoring panel
- \$5,967.56 for Rhinelander Moving invoice #12529 for moving back into renovated library
- \$650 and \$1,600 for Winchester Builders for construction management (1/2019) and installation of paneling in Local History room and museum visitors center

All ayes, motion carried.

Due to the foundation construction funds having been expended, the foundation no longer will need to approve construction bills.

**Public Comments:** Tom reminded the committee members reminded us that February 15, 2018 was the date of the bid opening and one year later we're meeting in the (near) completed building. Congratulations to all.

Janet asked about the need to keep personal notes on the project. The library board will be responsible for following the records retention schedule for official documentation; personal notes from organizational meetings, phone calls,

planning conversations, etc., have been summarized and documented as official notes in meeting minutes or agendas or emails that will be officially retained. There is no need for individual committee members to keep background information notes.

**Dissolution of DCC:** Per the motion made in the 1/14 DCC meeting, there is the expectation that the library board will formally disband the DCC at their meeting on 2/19. All members of the DCC are invited to attend the library board meeting.

**Next Meeting:** There being no further business, Catherine made a motion to adjourn with no future meeting date, providing the DCC as currently constituted will be disbanded, seconded by Vicki. All ayes, motion carried. The meeting adjourned at 11:53 a.m.

Respectfully submitted: Erica Brewster

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