

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
August 11, 2015**

The meeting was called to order at 5:00 p.m. in the New Glarus Village Hall Board Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, Library Director Lauren White, and Jim Gersich with Dimension IV Madison Design Group (left at 5:50 p.m.). Library Board Trustees Kevin Budsberg, Linda Hiland, Lexa Speth (arrived 6:28 p.m.) and Petra Streiff (arrived 6:30 p.m.) were also in attendance.

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

DISCUSSION AND RECOMMENDATION: FURTHER DISCUSSION WITH ARCHITECTS FROM DIMENSION IV MADISON DESIGN GROUP ON NEW LIBRARY BUILDING PROJECT:

A. DRAFT SCHEDULE: Nothing to discuss.

B. UPDATE ON IN PROCESS SITE STUDIES: Topo-Boundary survey is done. J. Gersich made sure we were aware that in the future any building expansion project will trigger again a storm water review process. Next we went on to talk about setbacks and how they are 25 feet if the zoning is Residential. So we moved on to discuss the difference between being zoned Commercial or Residential. Commercial zoning has more building height allowed, but Residential will be more reassuring to our neighbors.

K. Budsberg asked if water detention features have to meet setbacks; no replied J. Gesich and you will see that on the next landscape plan.

C. CONCEPT FLOOR PLAN REVIEW: J. Gersich started by running through some of the recent modifications, for example the Quiet Reading Area was flipped to the other corner at the north end of the building. W. Duerst asked what fire rating is required for storage areas; 1 hour replied J. Gersich. J. Hoesly asked how much glass was in the doors to the Study Room; J. Gersich pointed to the doors of the Board Room and said like those, it is better if the bottom is solid so people do not kick it or hit it with a briefcase, shelving carts, etc. Next we went on to talk about the following:

- Types of windows in various parts of the building
- Different types of wall cabinets or shelves in the Local History area
- Locations of computers and outlets
- Whether wall outlets or floor outlets are preferred.
- L. Hiland also expressed concerns that both the height and ceiling materials must result in the Multi-Purpose room having good acoustics.

We next spent some time talking about the roof, J. Gersich pointed out that it is currently designed to be a wood-framed, shingled roof. J. Hoesly asked do we need the “louvers” displayed in this drawing; J. Gersich said it is likely as it allows air flow for the air handling units. K. Budsberg next asked about the life span of shingles versus a metal roof; J. Gersich said shingles are generally 20-25 years. Although with recent product advances he is hearing 30-35 years for some shingles. Metal roofs are estimated at 40 year life spans.

D. CONSTRUCTION MANAGEMENT PROCESS AND RFP (REQUEST FOR PROPOSAL): Anticipate the RFP will be issued tomorrow (08/12), then the pre-proposal conference held on 08/26, with an addendum (if needed) issued on 08/27 by Dimension IV, proposals from interested CMAR firms are due 09/03, with interviews on 09/28. J. Gersich suggests that we narrow interview candidates down to preferably two, three max. We continued on and discussed and edited wording in the RFP. Looking at the RFP being advertised on wisconsinbids.com, plus J. Gersich will circulate to firms as well. Also discussed the RFP being advertised in the "Post Messenger Recorder" plus linked on both the Library and Village websites as well. Then the actual interviews will be conducted by the Owners Representatives, Building Committee and Dimension IV.

Moved to recommend the RFP (Request for Proposal), with the changes discussed tonight, to the Library Board by L. White, second by J. Hoesly. Motion Carried.

SET NEXT MEETING DATE AND AGENDA ITEMS: Next meeting date is anticipated to be Tuesday, August 25th. The agenda items will be finalized but are anticipated to include discussion of CMAR and selection of an Owner's Representative.

APPROVAL OF MINUTES:

- Minutes from June 15, 2015 Building Committee meeting were approved on a motion by L. White, second by W. Duerst. Motion Carried.
- Minutes from June 23, 2015 Building Committee meeting were approved on a motion by L. White, second by W. Duerst. Motion Carried.
- Minutes from July 14, 2015 Building Committee meeting were approved on a motion by W. Duerst, second by L. White. Motion Carried.
- Minutes from July 28, 2015 Building Committee meeting were approved on a motion by W. Duerst, second by L. White. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by W. Duerst. Motion carried at 6:35 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
August 25, 2015**

The meeting was called to order at 5:01 p.m. in the New Glarus Village Hall Board Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance was Jim Gersich with Dimension IV Madison Design Group (left at 6:23 p.m.), plus Library Board Trustees Kevin Budsberg, Linda Hiland, Suzi Janowiak, Lexa Speth (arrived 6:27 p.m.) and Petra Streiff (arrived 6:30 p.m.).

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

DISCUSSION AND RECOMMENDATION: FURTHER DISCUSSION WITH ARCHITECTS FROM DIMENSION IV MADISON DESIGN GROUP ON NEW LIBRARY BUILDING PROJECT:

- A. DESIGN REVIEW:** J. Gersich started by reviewing items which will need to be removed from the Glarner Park site and may be able to be reused when a new diamond is built; sod, special sand/gravel mix in the infield, bleachers, foul poles, etc. He also talked about the electrical lines and power poles at the Glarner Park site. J. Gersich next talked about the idea of doing as a bid alternate a sprinkler system for the building. He mentioned some of the costs associated with a sprinkler system, that on average you can plan on \$5 per square foot for the system. There would also be costs for piping, Siamese fire connection, and that for each additional fire hydrant the average cost is \$3,000. J. Hoesly asked what could trigger a sprinkler system being needed; J. Gersich replied that the relevant building code could be changed at any time. He then went onto explain how the State updates building codes. He also added that sprinklers do not reduce your property insurance. K. Budsberg asked does it make sense to plan for sprinklers today for anticipated expansion; J. Gersich pointed out that running the pipes inside the building is the biggest cost. In response to a question from B. Weiss; J. Gersich confirmed that yes a “detectable warning field” refers to the bumpy section in a curb cut. J. Hoesly asked what the abbreviation “OH” indicated; Overhead Wire replied J. Gersich. J. Gersich reported that they continue to work on both a Landscape Plan and a Photo Metrics Plan as they will be needed as the project progresses.
- B. DRAFT CONCEPT & BUDGET REPORT (CBR) REVIEW:** Dimension IV is continuing to make progress on the draft CBR. One example given of a recent update was adding a small bar sink to the Storytime room. L. Hiland asked what is the cost of a sink like that; J. Gersich said a good rule of thumb is \$2,000 per fixture (this includes fixture, piping, shut off valves, etc.). K. Budsberg asked where the magazine racks would be located; J. Gersich made a note that it is not displayed on this design and he will incorporate it in future designs. We also talked about sight lines and different types of materials that can be used to display art, posters, etc. on walls. We next asked J. Gersich if he can provide estimates of what printing costs would be to make posters for displaying the plans in the futures. We are looking at 24x36 or 22x34 size displays. S. Janowiak asked that any pictures that show that side of the building make sure to display the drive-up book drop.

Next we talked about naming rights, donor recognition, benches, and other fundraising tools. We then continued on by reviewing parts of the floor plan and building such as; LCD projector, wireless access, storm water, and the fixture and furniture budget.

C. CMAR PROCESS UPDATE: J. Gersich reported that he has had potential CMAR firms mention they will be attending the pre-proposal meeting. He added that depending on what questions come up at the pre-proposal meeting that, if needed, he will issue an addendum to the RFP to make sure all firms are aware of all key information.

Additionally J. Gersich offered to forward an evaluation form we can use when reviewing the CMAR proposals.

J. Gersich then spent some time going through the different steps and timing associated with selecting a CMAR firm, when a GMP (Guaranteed Maximum Price) and construction documents may be ready, how the contingency process works, he also talked about how the bidding process will work. K. Budsberg asked if all bids come in high, then what happens; the CM is at risk and responsible for the overage.

Finally J. Hoesly and K. Budsberg asked if we will have more views of the building or an animated “fly-around”; yes they will be coming J. Gersich said.

D. NEXT STEPS IN PROCESS: Addressed under the agenda item “CMAR Process Update” earlier tonight.

SET NEXT MEETING DATE AND AGENDA ITEMS: Next meeting date is not set yet. The following comments about items that will be needed for the upcoming budget discussion; Director White mentioned the need for additional utility lines, K. Budsberg added the cost of water for the building, and W. Duerst commented on mowing and plowing costs.

ADJOURNMENT: Meeting adjourned on a motion by L. White, second by W. Duerst. Motion carried at 6:33 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
September 8, 2015**

The meeting was called to order at 5:00 p.m. in the New Glarus Village Hall Board Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Library Board Trustees Kevin Budsberg, Linda Hiland, Suzi Janowiak (arrived 6:26 p.m.), Lexa Speth (arrived 6:26 p.m.) and Village Board Trustee Peggy Kruse (left at 5:59 p.m.) were also in attendance.

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

DISCUSSION AND RECOMMENDATION: NEW LIBRARY BUILDING PROJECT:

A. CONSTRUCTION MANAGER (CM) PROCESS UPDATE & DATE SELECTION FOR SCREENING PANEL: Director White reported that Jim Gersich and Tina Gordon with Dimension IV Madison Design Group stopped in last Tuesday to talk about the CM selection process and that we will need to pick dates to screen the candidates.

B. Weiss asked for feedback from the CMAR meeting held at the end of August that any interested CMAR candidates could attend. L. Hiland, K. Budsberg and Director White summarized their thoughts of that meeting; several of the questions the CMAR candidates asked were mostly technical. An example given was how many feet of topsoil is on the Glarner Park site. CMARs also asked questions about what was on Glarner Park prior to it being a ball field. J. Gersich laid out what items we are looking for in the CMAR proposals. They also talked about fundraising plans and the effect proposed changes to the prevailing wage laws could have on the project.

B. Weiss earlier today had left a voicemail for J. Gersich requesting an explanation of the positives/negatives of a CMAR candidate being able to “self-perform” on a project; if J. Gersich replies via email, she will forward the explanation. L. Hiland asked W. Duerst if he had any key points he would recommend we focus on as we review the CMAR proposals; one of the first things W. Duerst mentioned as being important was past experiences working on library buildings.

We need to confirm dates with J. Gersich but are looking at holding CMAR interviews on September 15th. Next we moved onto discussions on how many interviews we want to conduct and thoughts on how to conduct reference checks on the CMAR candidates.

Next we had some general comments from K. Budsberg, J. Hoesly and B. Weiss about the various CMAR proposals; items of interest and items not included in the proposals.

P. Kruse is interested in visiting the Cambridge Community Library and taking a tour, she extended an invitation for others to join her on the tour. Mondays and Fridays work well for P. Kruse. We will share P. Kruse’s invitation at the Library Board meeting later tonight and work on coordinating a tour time over the next several days.

B. CONCEPT AND BUDGET REVIEW (CBR) REPORT: Director White reported that she incorporated 20+ changes related to the floor plans and CBR and forwarded the information to Dimension IV, she reported that J. Gersich confirmed receipt and is

working on the items suggested. An example of one of the items was making sure that the drive-up book drop is displayed on any images that show that part of the building. K. Budsberg added that he had a friend, who is also an architect, review the floor plans and his friend gave a positive review of the plans. J. Hoesly added she had an architect she was planning on showing the plans to as well.

Director White added that J. Gersich mentioned they are looking at changing the shape of the building, additionally study room locations may be changed and that the outdoor reading space is part of the square footage. Director White also added that there has been discussion about changing the location of the Director's office so the entrance is visible to the public. Director White voiced concerns that changing the Director's Office location will impact communication with staff and has sight line concerns. We continued to discuss this focusing on aspects of work efficiency and safety.

C. OPERATING BUDGET REVIEW: B. Weiss proposed that we start first with Director White's budget and then move onto other items such as cleaning contracts later. Director White reported that she will be setting up a meeting with SCLS (South Central Library System) Network Administrator to discuss requirements and recommendations for computers, routers, ports, wiring, etc.

B. Weiss asked for clarification on how the line item for the Audit was calculated; Director White had checked with Village Clerk-Treasurer Lynne Erb who had recommended using a 10% increase.

K. Budsberg added that we know that Salary and Fringe Benefits is a large expense and we need to be clear that we can operate with the same number of staff we currently have based on the building being one story and utilizing sight-lines. This led into a discussion of the savings from not having an elevator and yearly elevator maintenance costs. We next talked about building insurance costs.

We then moved onto talk about how much mowing, if any, would be needed given the use of rain gardens and other storm water retention planting features being incorporated into the landscaping plan.

Costs for sewer, water, storm water, and fire protection items were the next items discussed. Then we continued on to discuss costs for cleaning the building, J. Hoesly volunteered to check into obtaining cleaning quotes.

SET NEXT MEETING DATE AND AGENDA ITEMS: B. Weiss will check with J. Gersich and confirm what dates will work for our next meeting.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by W. Duerst. Motion carried at 6:33 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
September 15, 2015**

The meeting was called to order at 5:00 p.m. in the New Glarus Village Hall Community Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance were Owners Representatives Kevin Budsberg and Linda Hiland plus Jim Gersich with Dimension IV Madison Design Group.

ANNOUNCEMENT #1: Please silence all cell phones for the duration of the meeting.

ANNOUNCEMENT #2: The Library Building Subcommittee will convene into closed session called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (CMAR (Construction Manager At Risk) Screening Process and Development of Interview Questions).

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by W. Duerst. By roll call vote: W. Duerst-yes; J. Hoesly-yes; L. White-yes; and B. Weiss-yes. Motion carried at 5:01 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by B. Weiss, second by J. Hoesly. By roll call vote: W. Duerst-yes; J. Hoesly-yes; L. White-yes; and B. Weiss-yes. Motion carried at 6:15 p.m.

RESULTS OF CLOSED SESSION: We have reviewed the CMAR candidate proposals and discussed potential interview questions. We will be continuing on with the next steps in the CMAR selection process.

DISCUSSION AND RECOMMENDATION: NEW LIBRARY BUILDING PROJECT:

D. **CONSTRUCTION MANAGER (CM) PROCESS UPDATE & DATE SELECTION FOR POSSIBLE INTERVIEWS:** We had no additional items to add under this agenda item.

E. **CONCEPT AND BUDGET (CBR) REPORT UPDATE:** An updated floor plan was distributed and J. Gersich walked us through the updates. For example, that the west wall of the Storytime room could be a barn door that could be opened into the Children's area to allow additional space for a Storytime project. J. Hoesly asked about eliminating the outdoor reading room and how it could be incorporated into plans for future expansion; J. Gersich replied that a "knock-out" door could be planned into the build this would allow for future expansion. W. Duerst asked for clarification on the mechanical mezzanine; it is located above the restrooms, J. Gersich replied. In response to questions from K. Budsberg; J. Gersich talked about the lifespan of blacktop and the use of curb and gutter. Next K. Budsberg asked what the shelving heights are in the General Adult Collection area; both J. Hoesly and L. White answered that is 80 inches. We continued on to talk about shelving heights, turn around radius needed at the end of the aisles, and storage of AV (audio/visual) materials. K. Budsberg asked are there any Libraries with similar building characteristics; Marshall Community Library, and I would suggest you tour their facility responded J.

Gersich. J. Gersich also added that final plans will show features such as garbage/recycling containers, bus drop-off section, and handicapped parking stalls.

F. **OPERATING BUDGET UPDATE:** J. Gersich reported that they are updating the CBR as the site and floor plans are being updated. Next we talked about possible upcoming dates on the schedule when the CMAR selection may be done, when the CMAR can then provide a GMP (Guaranteed Maximum Pricing), and when construction documents could then be ready to go out to bid.

SET NEXT MEETING DATE AND AGENDA ITEMS: B. Weiss will check with J. Gersich and confirm what dates will work for our next meeting.

ADJOURNMENT: Meeting adjourned on a motion by L. White, second by J. Hoesly. Motion carried at 6:50 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
September 29, 2015**

The meeting was called to order at 4:45 p.m. in the New Glarus Village Hall Community Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White (left at 6:26 p.m.). Also in attendance were Owners Representatives Kevin Budsberg (left at 6:26 p.m., returned at 7:17 p.m., left at 7:32 p.m.) and Linda Hiland (left at 7:16 p.m.) plus Jim Gersich with Dimension IV Madison Design Group (left at 7:05 p.m.).

ANNOUNCEMENT #1: Please silence all cell phones for the duration of the meeting.

ANNOUNCEMENT #2: The Library Building Subcommittee will convene into closed session called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (CMAR (Construction Manager At Risk) Interviews and Selection Process).

CONVENE INTO CLOSED SESSION: Moved to go into closed session by J. Hoesly, second by L. White. By roll call vote: W. Duerst-yes; J. Hoesly-yes; L. White-yes; and B. Weiss-yes. Motion carried at 4:46 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by B. Weiss, second by J. Hoesly. By roll call vote: W. Duerst-yes; J. Hoesly-yes; and B. Weiss-yes. Motion carried at 7:52 p.m.

RESULTS OF CLOSED SESSION: We have completed CMAR interviews for the day and will continue on with the next steps in the CMAR selection process.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by W. Duerst. Motion carried at 7:53 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
October 5, 2015**

The meeting was called to order at 4:46 p.m. at the home of Jody Hoesly, located at N8982 Old Madison Rd, New Glarus WI 53574. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance was Owners Representative Linda Hiland.

ANNOUNCEMENT #1: Please silence all cell phones for the duration of the meeting.

ANNOUNCEMENT #2: The Library Building Subcommittee will convene into closed session called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (CMAR (Construction Manager At Risk) Selection Process).

CONVENE INTO CLOSED SESSION: Moved to go into closed session by W. Duerst, second by J. Hoesly. By roll call vote: W. Duerst-yes; J. Hoesly-yes; L. White-yes; and B. Weiss-yes. Motion carried at 4:47 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by J. Hoesly, second by L. White. By roll call vote: W. Duerst-yes; J. Hoesly-yes; L. White-yes; and B. Weiss-yes. Motion carried at 6:22 p.m.

RESULTS OF CLOSED SESSION: We have completed CMAR reference checks for the day and will continue on with the next steps in the CMAR selection process.

ADJOURNMENT: Meeting adjourned on a motion by L. White, second by W. Duerst. Motion carried at 6:22 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
October 20, 2015**

The meeting was called to order at 5:01 p.m. in the New Glarus Village Hall Community Room. In attendance were Building Committee members: Wayne Duerst (arrived 5:24 p.m.), Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance were Owners Representatives (ORs) Kevin Budsberg and Linda Hiland.

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

UPDATE: KICKOFF MEETING WITH SELECTED CMAR (CONSTRUCTION MANAGER AT RISK) FIRM: MAAS BROTHERS CONSTRUCTION CO., INC.: L. Hiland reported that an initial meeting between Dimension IV Madison Design Group and Maas Brothers is scheduled for Thursday, October 22 at 5 p.m., schedules permitting the ORs are planning on attending.

A. LETTER OF INTENT: A copy of the Letter of Intent dated, October 14, 2015, from Maas Brothers had been emailed prior to the meeting. The ORs will sign and return a copy of the Letter of Intent to Maas Bros.

DISCUSSION AND RECOMMENDATION: CONCEPT AND BUDGET REPORT (CBR): This agenda item was not discussed tonight as the updated CBR has not been issued yet.

DISCUSSION AND RECOMMENDATION: OPERATING BUDGET: B. Weiss started by sharing that she has an email out to the Library Director at Brodhead Memorial Public Library requesting numbers related to water usage; she will forward the information when received. Director White had communicated with SCLS (South Central Library System) and the cost is \$250 per year for each computer. If we had twelve computers the yearly cost would be \$3,000. In response to a question from J. Hoesly, Director White explained what services SCLS provides as part of the computer support program (virus protection, updates, repairs, and recycling to name a few). She continued on and also talked about the cycle for PC replacements. K. Budsberg suggested Director White check with Jim Salter, explain what is currently offered by SCLS and obtain information/quotes on what a 3rd party could offer for computer support; Director White said she would check with J. Salter. She did add that they receive excellent response time from SCLS to all computer support questions and feels SCLS is a huge timesaver as staff does not need take on the computer support role. J. Hoesly asked where computer replacement is on the budget; Director White pointed out the relevant line item. W. Duerst asked if the SCLS costs are generally static or varied; costs have been consistent over the years replied Director White.

B. Weiss then asked about the planned space for printer/copier/fax; yes, there is space planned for the machines. Director White added that this will need further view as there are items such as how to handle individuals wanting to print projects on special paper, clear paper jams, or handle confidential information. B. Weiss then asked if the SARA (Scanning and Reading Appliance) could be put in that space instead; Director White said it would depend on the machine size to make sure the aisles meet ADA requirements.

L. Hiland had spoken with Village Clerk-Treasurer Lynne Erb and reported that Glarner Park currently costs \$70 per cut to mow.

Next we went on to discuss snow plowing; a concern Director White voiced is making sure that we are a high enough priority on the snow plowing services schedule to make sure we are plowed out in sufficient time for people to safely access the building and parking lots. We talked about a variety of snow plow vendors; L. Hiland volunteered to check on both mowing and snow plowing costs from different vendors.

J. Hoesly has reached out to the firm that cleans the Belleville Public Library, but has not yet heard back. Additionally she has been communicating with Classy Cleaners who will provide information for general cleaning and also talked about quotes for carpet cleaning and window cleaning as well. As the cleaning information is received, J. Hoesly will forward.

This led into a discussion of other on-going maintenance expenses such as HVAC cleaning, light bulb replacement, landscape maintenance, etc.

We wrapped up the discussion with J. Hoesly volunteering to put together a draft on how to present the budget information.

ADJOURNMENT: Meeting adjourned on a motion by L. White, second by J. Hoesly. Motion carried at 6:37 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
November 10, 2015**

The meeting was called to order at 5:00 p.m. in the New Glarus Village Hall Board Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance were Owners Representatives (ORs) Kevin Budsberg (arrived 5:18 p.m.) and Linda Hiland, Library Board Trustees Suzi Janowiak (arrived 6:15 p.m.), Lexa Speth (arrived 6:18 p.m.) and Petra Streiff (arrived 6:27 p.m.) plus representatives from the Community Foundation of Southern Wisconsin (CFSW) Linda Gebhardt and Ron Spielman (arrived 6:22 p.m.).

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

CMAR UPDATE: INITIAL MEETING WITH MAAS BROTHERS CO., INC.: B. Weiss reported on the brief update that Jim Gersich with Dimension IV Madison Design Group had emailed about the kickoff meeting that was also attended by Maas Bros and the ORs on October 22nd. J. Gersich summarized that at the meeting they discussed timelines and the process related to GMP (Guaranteed Minimum Pricing) estimating phase and construction documents. At this time they expect their next meeting will be held on November 23rd.

DISCUSSION AND RECOMMENDATION: CONCEPT AND BUDGET REPORT (CBR):

Director White started by commenting on a items that she wanted to discuss such as the location and number of computers, type of security system and ceiling mounted LCD projector. J. Hoesly asked for clarification on what other TVs, projectors we had discussed in the past; Director White added that we have discussed using a TV system as scrolling donor recognition method. Additionally her preference is using an actual screen with a projector instead of a wall if possible.

J. Hoesly added that she wanted to run down a list of items that came up during her discussions while obtaining cleaning quotes. One, so everyone is aware of some of the suggestions and two that there are a few items that need clarification.

- Water softener – location, who fills it; L. Hiland replied that it is located in the utility closet.
- Water cooler (bubbler) – location; B. Weiss mentioned this is located in the lobby area.
- Furnace – wanted to confirm access for filter changes. W. Duerst added he would like to see a list of all the items (mechanicals) that are located in the mezzanine area.
- Utility and/or Janitor closet – are the ceiling heights tall enough to store a ladder that can be used for light bulb changes.
- Flooring choices – darker the grout the better. High traffic areas such as the lobby, check into services such as Cintas for protective floor mats. W. Duerst volunteered to check

into names of companies that may supply floor mats. Consider using tile or other hard surfaces under computers.

- Fuse Box - location; in the utility closet said L. Hiland.
- General cleaning – The cleaning service also made suggestions on items to consider when it comes to cleaning items such as fridges, bathroom fixtures, screens/windows, and carpets.

Next we moved on to discuss utility information as J. Hoesly asked about pricing information related to natural gas. K. Budsberg added that we just need to confirm with J. Gersich where the calculation came from. Next J. Hoesly asked about water usage. K. Budsberg mentioned that J. Gersich has the pipe sizes listed in one of the documents. Additionally, B. Weiss had downloaded from the Village website the most recent rate information sheets for electric and water. L. Hiland will check with J. Gersich to confirm the items mentioned tonight.

K. Budsberg asked the Building Committee were there any items that needed to be addressed in the Concept and Budget Report before he paid the invoice; there were no questions. Consensus was that K. Budsberg is approved to pay the invoice.

DISCUSSION AND RECOMMENDATION: OPERATING BUDGET:

K. Budsberg asked J. Hoesly where she wanted to start for the information and charts that she is developing to present information about the operating budget; talking about DPI (Department of Public Instruction) data first she replied. J. Hoesly started by giving the example that the section on the graph in purple indicates “Reserves” and would include our savings accounts. K. Budsberg asked why it was decided to follow the DPI data format; J. Hoesly replied that it was the most consistent format over the years.

J. Hoesly then went on to talk about items (phone, audit, computer replacement) that we already pay but will have increases and how she is making those calculations. For these items K. Budsberg mentioned that Village Clerk-Treasurer Lynne Erb has always been helpful in making projections for items such as the audit. Additionally, that if needed we can request L. Erb to run past numbers for specific accounting line items. This then led into a discussion of new expenses like the water bill and how those numbers are calculated.

We finished the discussion with some other suggestions about formatting, wording, and spacing.

DISCUSSION AND CONSIDERATION: APPROVAL OF MINUTES:

- Moved to approve the August 11, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the August 25, 2015 Minutes of the NGPL Building Committee by J. Hoesly, second by L. White. Motion Carried.
- Moved to approve the September 8, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the September 15, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the September 29, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.

- Moved to approve the October 5, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.
- Moved to approve the October 20, 2015 Minutes of the NGPL Building Committee by L. White, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by L. White. Motion carried at 6:28 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
December 8, 2015**

The meeting was called to order at 5:02 p.m. in the New Glarus Village Hall Board Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance were Owners Representatives (ORs) Kevin Budsberg and Linda Hiland, Library Board Trustees Suzi Janowiak (arrived 6:09 p.m.), Lexa Speth (arrived 6:23 p.m.) and Petra Streiff (arrived 6:27 p.m.).

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

CMAR UPDATE: GMP MEETING WITH MAAS BROTHERS CO., INC.: K. Budsberg and L. Hiland started by providing an update of the meetings they attended (as ORs) with Dimension IV Madison Design Group and Maas Brothers, regarding the next steps in the GMP (Guaranteed Maximum Pricing) process. K. Budsberg circulated from Dimension IV a document labeled “Draft R1” dated December 8, 2015 and “Owner’s Representative’s Report” dated December 8, 2015; all took time to review the two documents.

K. Budsberg and L. Hiland started by explaining that Maas Brothers is currently estimating costs between \$2.2 million and \$2.4 million for the project. Maas cited an increase in expenses due to site (Glarnar Park) development work and the overall industry wide increase in construction costs, most specifically the increased costs for anything related to concrete. Next they ran through the layout on the ORs report and pointed out that sections 1-2 related to general construction, sections 3-7 related to site and sections 8-19 were related to the building. They also added that Maas referenced the ability to adjust design elements such as removing a doorway in the staff area, which would be a cost reduction method.

B. Weiss asked in reference to item 5 – if not asphalt what would the paving surface be; L. Hiland pointed out that it is still planned to be asphalt, but that the different layers and thickness originally specified in the scope would be adjusted. Next B. Weiss asked about the reference to “prevailing wage”; K. Budsberg added that is currently an unknown as it is uncertain when it would go into effect. That basically we will have to wait till further in the process and consult with different groups such as the Village Attorney.

J. Hoesly asked if there was an estimate on what rate the cost per square footage is increasing by yearly; L. Hiland replied that Maas referenced a 5% increase per year. Director White added that in a conversation with Deb Haeffner, Building & Design Consultant with South Central Library System (SCLS) that D. Haeffner referenced it as growing by leaps and bounds.

B. Weiss asked about the timing of laying water and sanitary lines; K. Budsberg reported that they could be run at any time, ideally when the weather is best. This led into a discussion of sidewalks and when they can be laid and cost.

Next B. Weiss asked about the reference to change plumbing and electrical to “design build” process; L. Hiland reported that Maas would let sub-contractors bid on their own system specs (specifications) and design instead of bidding on the design currently proposed by HEIN Engineering Group. One example, L. Hiland gave was that a sub-contractor may propose moving the HVAC system from the mezzanine to be outside. Director White mentioned the effect being outdoors could have on the expected lifetime of the equipment if exposed to outdoor elements.

L. Hiland went on to add that Maas Brothers is asking that we consider the following options: One, design build process for contractors (this is referenced as MEP for Mechanical, Electrical and Plumbing). Two, do additional soil borings in the areas of the parking lot and detention pond to determine top soil depth and soil conditions plus hire a Civil Engineer to review soil borings and provide their expertise on site work.

W. Duerst started by asking for more clarification on the MEP process and gave an example related to heating systems; K. Budsberg directed us to page 42 of the current CBR and pointed out that it has very specific specs and no alternatives proposed.

It was pointed out that if we consider the MEP design build process that we would need to clarify who is responsible for handling any issues with the sub-contractors, us or Maas Brothers.

B. Weiss asked about costs for a Civil Engineer; K. Budsberg said the cost was in the range of \$15,000 - \$20,000. As an example, the Civil Engineer may be able to save us money if they determine that the soil removed from the proposed detention ponds is able to be re-purposed and used in the building footprint part of the site. We will need to check with Dimension IV and Maas Brothers if a Civil Engineer would be used in the process regardless or if this is a new expense.

Director White asked how soil borings are generally done; both K. Budsberg and W. Duerst added that they are generally only in the building footprint.

J. Hoesly asked for clarification on fundraising goals; K. Budsberg talked about the amounts for the Capital Campaign and Endowment.

L. Hiland asked that given the new information related to site work do we continue on with the report to the Village Board currently scheduled for January 5th, 2016. All shared their thoughts on the timeline and the upcoming presentation.

MEP process was the next discussion item and we ran through various square footage scenarios. Plus the fact that since this is an actual bid process the scenario that we could end up rejecting all the bids till we are ready to proceed with the project. Additional we talked about FFE (Fixtures, Furniture, and Equipment) budget.

J. Hoesly added that she is ok with proceeding with the MEP process plus soil borings as they would have been done at some point in the project anyway and are not a new cost. However, she was not ready to move forward with the Civil Engineer until we find out if their services would be required anyway. B. Weiss and Director White were in consensus with J. Hoesly. K. Budsberg and W. Duerst then had a conversation about what the soil borings could reveal about topsoil conditions.

Next we summarized some of the various items that need to be clarified with Dimension IV and Maas Brothers:

- Soil Borings – specific number and location where needed
- Civil Engineer – are we just bringing them on earlier in the project or is this a brand new cost. Exactly what tasks would the Civil Engineer perform.
- Clarification on what is included in the phrase “Millwork Cabinetry”
- What is needed to proceed with the MEP process – for example a notice for public hearing was mentioned

J. Hoesly summarized that she would recommend that we move forward with MEP plus recommend moving forward with soil borings if the information can bring us to a more accurate CBR and GMP. Wait on the Civil Engineer until we get more information on their role in the project.

DISCUSSION AND RECOMMENDATION: CONCEPT AND BUDGET REPORT (CBR): We did not have a separate discussion on this agenda item tonight; however the CBR was referenced on as part of our discussion related to the CMAR update.

DISCUSSION AND RECOMMENDATION: OPERATING BUDGET: We did not discuss this agenda item tonight.

DISCUSSION AND CONSIDERATION: APPROVAL OF MINUTES:

- Moved to approve the November 10, 2015 Minutes of the NGPL Building Committee noting typographical corrections by J. Hoesly, second by W. Duerst. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by J. Hoesly. Motion carried at 6:42 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.

**Village of New Glarus
Minutes of the Building Committee
New Glarus Public Library
Library Board of Trustees
January 6, 2016**

The meeting was called to order at 7:16 p.m. in the New Glarus Village Hall Board Room. In attendance were Building Committee members: Wayne Duerst, Jody Hoesly, Becky Weiss, and Library Director Lauren White. Also in attendance were Owners Representatives (ORs) Kevin Budsberg and Linda Hiland.

ANNOUNCEMENT: Please silence all cell phones for the duration of the meeting.

DISCUSSION AND CONSIDERATION: BUILDING PROJECT NEXT STEPS: Started with L. Hiland giving W. Duerst a summary of the discussion and votes at the previous night's Village Board meeting. In response to a question from W. Duerst, she did point out that yes the Village Board directed Administrator Bryan Gadow to begin drafting a 99-year land lease for Glarner Park.

Next we moved on to discuss the information from Dimension IV Madison Design Group and Maas Brothers about the following three (3) items:

- A. MEP (Mechanical, Electrical and Plumbing) Design Process and Bidding
- B. Soil Borings
- C. Civil Engineer

L. Hiland and K. Budsberg started by sharing updates from both Dimension IV and Maas Bros with their suggestions on which order to proceed with items A. B. and C. As Dimension IV suggested doing MEP first then Borings and Civil Engineer while Maas Bros suggests doing MEP last.

J. Hoesly started by asking if the Borings and Civil Engineer help determine costs, layout and size of the building; yes was the answer. W. Duerst asked does Maas Bros think we can build with current constraints; yes, with the adjustments laid out in the Addendum replied the ORs. Next W. Duerst expressed his concerns about not sacrificing quality of finishes/materials and efficiency of mechanicals; ORs and B. Weiss added that both Dimension IV and Maas Bros have pointed out that this impact is negligible. For instance, one example provided is that since the Green County Highway department purchases blacktop supplies in large volume can we negotiate with them (Highway Department) instead of an outside contractor that might not have the same volume discount. Next we talked about locations, costs and possible cost saving measures for curb & gutter.

L. White shared that in terms of process timing she is looking at Borings and Civil Engineering first, then MEP. B. Weiss added that is the order she prefers as well.

W. Duerst asked the ORs to get more details on what exactly the Civil Engineer would be doing. B. Weiss asked that we also clarify if there are any time limits on how long the reports results for both Borings and Civil Engineer would be valid for. For the borings, both K. Budsberg and W. Duerst replied years barring any major geographical changes at the site. J. Hoesly would also like to know what the timing of the process is; once boring are down when does the Civil Engineers report come back?

Next K. Budsberg moved the discussion on to talk about fundraising, pledge cycle and grants. J. Hoesly also spoke to fundraising strategies and timing.

K. Budsberg next talked about the different types of land agreements that could be utilized for the transfer of Glarner Park to the Library. He pointed out that at the Village Board meeting it was brought up to attach “triggers” before the land transfer would take place; he has concerns about this process. L. White added that SCLS (South Central Library System) has an attorney on staff that we can consider using to review the land agreement.

Discussion continued on talking about the number and location of additional Soil Borings and do they (Borings and Civil Engineer) need to go out to bid. W. Duerst asked what the Civil Engineer would give us; K. Budsberg replied details about the type/amount of engineered fill needed and soil conditions under the parking lot are a few items.

Next we reviewed the list of items that the ORs will be following up on with Dimension IV and Mass Bros.

DISCUSSION AND CONSIDERATION: APPROVAL OF MINUTES:

- Moved to approve the December 8, 2015 Minutes of the NGPL Building Committee by J. Hoesly, second by L. White. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by L. White. Motion carried at 8:41 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

Minutes are not official till the next meeting.