

**VILLAGE OF NEW GLARUS
LIBRARY BUILDING SUBCOMMITTEE
NEW GLARUS PUBLIC LIBRARY**

**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Thursday, June 13, 2019 at 6:30 PM**

Minutes

1. Call to order: Linda Hiland called the meeting to order at 6:32 pm. Those present, in addition to Hiland, were Kevin Budsberg, Jody Hoesly, Tim Usher, Holly Lague, and Dimension IV Madison Architect Jim Gersich.
2. Participants and their roles:
 - a. Kevin Budsberg and Holly Lague agreed to serve as Building Committee Chair and Secretary, respectively. Tim Usher and Linda Hiland agreed to serve as co-Owner's Representatives, pending appointment by the Library Board.
 - b. Linda Hiland confirmed that Maas Brothers have been reaffirmed as the Library Board's choice for Construction Manager at Risk, and she has contacted them. Jim Gersich provided an overview of other partners and sub-consultants who will be involved in the project, including Edge Consulting Engineers (civil), Oneida Total Integrated Enterprises (structural), HEIN Engineering (mechanical, electrical, plumbing), and the Dimension IV Madison team (architecture, interiors, site planning).
3. Project Overview: Necessary steps discussed for a completed Concept & Budget Report targeted for August 1-15, followed in approximately three weeks by the Maas Brother's Guaranteed Maximum Price contract. Capital Campaign kickoff will follow once the funding requirements are known. Kevin Budsberg asked Jim Gersich for an estimated cost of producing the C&BR.
4. Building Site: Jim Gersich confirmed that the four previously completed geotechnical soil borings are adequate, and the previous Topographic-Boundary survey also stands, but a stormwater retention plan will depend on the building design and will be completed at a later date by Edge or another company if we choose to request proposals for it. Gersich also noted that a parking variance is likely to be required.
5. Collection Analysis: Linda Hiland and Holly Lague will meet with Jim Gersich and Tina Gordon on June 19 to finalize collection analysis. Erica Loeffelholz will attend based on her extensive knowledge as the collection development librarian.
6. Space Recommendation Draft: A decision about the size of programming space is required, along with a policy for public use of this space. This committee will consider and make a recommendation to the Library Board.
7. Key Milestones: Community events and projects were discussed, including Volksfest (Aug 4) and an accompanying celebration of the 175th anniversary of New Glarus, Wilhelm Tell Festival (Aug 30-Sept 1), Family Fest (Sept 8), Fire and Police Department construction projects, possible Village Hall refurbishment, Home of Our Own fundraising, potential for Swiss Church to begin fundraising for repairs. Group will continue to monitor and be mindful of community activities.

8. Next Steps:
 - a. Jim Gersich to provide meeting notes; Holly Lague to provide minutes.
 - b. Jim Gersich to provide an estimated cost for C&BR.
 - c. Library Board to appoint Owner's Representatives on June 19.
 - d. Holly Lague to schedule committee's next meeting the week of July 1 or 8.
 - e. Library Board to develop a rollout plan with dates provided by Dimension IV.
 - f. Library staff and President Hiland to complete collection review with Dimension IV on June 19.
 - g. Library Board to adopt a program space usage policy based on recommendation from this committee.
 - h. Dimension IV to provide committee members access to documents via an FTP site.
9. Post Frame Construction: Linda Hiland asked the group to consider a community member's request to look into post frame construction as an option for the new library and investigate the cost difference. Jim Gersich provided background on this approach and group discussed its suitability to the project. The committee's recommendation to the Library Board is to follow the will of donors, feedback from community listening sessions, and advice of our chosen architect in choosing conventional wood construction.
10. Adjournment: Chair Budsberg adjourned the meeting at 7:49 pm.

Respectfully submitted, Holly Lague, Secretary

**VILLAGE OF NEW GLARUS
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**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Tuesday, July 9, 2019 at 4:00 PM**

Minutes

1. Call to order: Kevin Budsberg called the meeting to order at 4:02 pm. Those present, in addition to Budsberg, were Linda Hiland, Jody Hoesly, Tim Usher, Holly Lague, and Dimension IV-Madison Architect Jim Gersich.
2. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Jody Hoesly, motion carried.
3. Discussion and Consideration: Items for development of Concept and Budget Report
 - A. Change Order #2: Discussed background of original contract from June 1, 2012, state of Wisconsin DFD fee chart used to determine 8.3% of total budget to be billed in phases (35% during design phase, 45% for construction documents and bidding, remaining 20% construction), and \$8,537 credit for amount paid in 2012. Linda Hiland asked about a \$2000 retainer on record that also requires credit; Jim Gersich will review and adjust the Change Order. Jody Hoesly moved to recommend to the Library Board approval of Change Order #2 pending adjustment for initial payment (retainer) of \$2000, 2nd by Tim Usher, motion carried.
 - B. Review of Preliminary Concept Design: Three design schemes were reviewed and discussed, with pros, cons and concerns noted. Consensus was for further development of Scheme A for review at next meeting, with particular attention to pedestrian safety, energy efficiency, consideration of neighboring properties, minimizing pavement, maximizing patron access to valley view and convenience for snow removal and maintenance.
 - C. Edge Civil Engineer's Storm Water Management Plan proposal: Clarification that Storm Water Management Plan and Erosion Control Plan are not included in civil engineering work but rather are testing services at owner's expense, required by state law because more than 1 acre of land will be disturbed by the project. Jim Gersich shared background on testing process, noted that engineer fees are fixed while excavator fees are estimated and may vary depending on size and depth of pits required. Kevin Budsberg asked if filling the pits back in was included; Jim Gersich said it is. Tim Usher moved to recommend to the Library Board approval of Edge proposal, 2nd by Jody Hoesly, motion carried.
 - D. Other business: None at this time.
4. Discussion and Consideration: Programming Space Usage Policy: Holly Lague shared summary of policies from other Wisconsin libraries serving comparable populations. Group shared opinions on key decision points. Holly will provide a draft policy at next meeting for committee review and recommendation to Library Board.
5. Approval of Minutes
 - A. June 13, 2019: Jody Hoesly moved to approve, 2nd by Tim Usher, motion carried.
6. Discussion and Consideration: Next meeting date and agenda items:

- A. Next meeting July 31st at 5:00 pm.
 - B. Jim Gersich to email group interim updates on design scheme for comments before the July 31st meeting.
 - C. Jim Gersich and Holly Lague to coordinate meeting between library staff, Linda Hiland and Dimension IV staff to review floor plan ahead of July 31st meeting.
 - D. Holly Lague to send draft of programming space usage policy with agenda.
- 7. Chairperson's review
 - 8. Adjournment: Chair Budsberg adjourned meeting at 5:32 pm.

Respectfully submitted, Holly Lague, Secretary

**VILLAGE OF NEW GLARUS
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**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Wednesday, July 31, 2019 at 5:00 PM**

Minutes

1. Call to order: Tim Usher called the meeting to order at 5:00 pm. Those present, in addition to Usher, were Linda Hiland, Jody Hoesly, Holly Lague, Dimension IV-Madison Architect Jim Gersich, and Mike Ganshert as a member of the public.
2. Approval of Agenda: Jody Hoesly moved to approve, 2nd by Holly Lague, motion carried.
3. Discussion and Consideration: Review of Concept & Budget Report Draft: Jim Gersich explained that the purpose of the C&BR is to explain any question about the project's scope or budget. One point of clarification: on official construction documents the programming space will be labelled "Reading Room", due to limited allowable options per International Building Code for library spaces. Group discussed several questions including those sent ahead by Kevin Budsberg, who was absent from the meeting. Jim Gersich asks that this committee look over each page describing specific spaces and bring back any questions. Group will send their questions to Holly Lague and she will consolidate. Maas Brothers cost estimate was also discussed, and the group asked Jim Gersich to provide a "laundry list" of items that could be changed or postponed to bring the overall project cost down. Phased construction was discussed, benefits and risks noted.
4. Discussion and Consideration: Review of Programming Space Usage Policy Draft: Consensus was that this policy draft is helpful for planning purposes as we review the C&BR, and that it should be taken to the Library Board for approval at such a time as it is needed with this committee's recommendation.
5. Approval of Minutes
 - A. July 9, 2019: Jody Hoesly moved to approve, 2nd by Tim Usher, motion carried.
6. Discussion and Consideration: Next meeting date and agenda items: Group discussed the need to assist the Library Board in preparing their letter and presentation to the Village Board on August 20th. Holly Lague will find a meeting time after the Library Board meets on August 7.
7. Chairperson's review
8. Adjournment: Tim Usher adjourned the meeting at 6:29 pm.

Respectfully submitted, Holly Lague, Secretary

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**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Wednesday, July 31, 2019 at 5:00 PM**

Minutes

1. Call to order: Chair Kevin Budsberg called the meeting to order at 5:00 pm. Those present, in addition to Budsberg, were Linda Hiland, Jody Hoesly, Tim Usher, Holly Lague, and Dimension IV-Madison Architect Jim Gersich.
2. Approval of Agenda: Holly Lague moved to approve, 2nd by Tim Usher, motion carried.
3. Discussion and Consideration: Review of Updated Site Plan for C&BR Revision: Jim Gersich pointed out changes based on discussions with Swiss Center of North America, including locating the sidewalk along the edge of their south parking lot and the shared driveway to the north. Other feedback and small changes were discussed. Group asked if a revised C&BR is possible for the September 3rd Village Board meeting. Jim isn't sure Maas Brothers can accommodate the timeline, but at minimum the top level budget breakdown and updated floor plan and site drawings should be available. Jim reminded the group that any estimates are tied to a schedule, and the one they're currently assuming is starting construction in the spring; delays will have a major impact on the overall estimate.
4. Approval of Minutes
 - A. July 31, 2019: Jody Hoesly moved to approve, 2nd by Tim Usher, motion carried.
5. Discussion and Consideration: Next meeting date and agenda items: Consensus of the group is that we feel the concept is moving in the right direction and can be brought to the Library Board for consideration as they prepare to present to the Village Board. We will wait to schedule the next meeting pending the Library Board and Village Board decisions.
6. Chairperson's review
7. Adjournment: Chair Budsberg adjourned the meeting at 6:26 pm.

Respectfully submitted, Holly Lague, Secretary

**VILLAGE OF NEW GLARUS
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**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Monday, November 25, 2019 at 6:00 PM**

Minutes

1. Call to order: Chair Kevin Budsberg called the meeting to order at 6:00 pm. Those present, in addition to Budsberg, were Linda Hiland, Jody Hoesly, Tim Usher, Holly Lague, Dimension IV-Madison Architect Jim Gersich and Maas Brothers Construction representative Mark Stafford.
2. Approval of Agenda: Jody Hoesly moved to approve, 2nd by Tim Usher, motion carried.
3. Discussion and Consideration: Design Exhibits:
 - A. Edge Consulting Engineers draft of Stormwater Retention Site Plan. Jim Gersich provided explanation of the state and local codes that apply, particularly New Glarus's Special Flow Restriction Zone Ordinance for properties that runoff to Durst Valley. Discussion of annual inspection and maintenance required for underground pipes below parking lot; inspection could be performed by Village staff and a contractor would be engaged should any maintenance issues arise. Mark Stafford explained the cost impacts of various aspects of the design. Kevin Budsberg to follow up with Edge and Mark/Maas for clarification on which components are required by the state and what is added for the local ordinance.
 - B. Earthwork project targeted for Spring 2020. Committee confirmed with Mark Stafford and Jim Gersich that current plan is to install the stormwater basin, grade the building pad and dig the south side retaining wall, but not to dig in utilities or disturb grass elsewhere. Kevin Budsberg inquired whether a contingency would be included for blasting, Stafford confirmed it would be, and that if blasting were to be required the Village process would be followed including notification and protections afforded to neighboring properties. After making their presentations, Stafford and Gersich left the meeting. Tim Usher noted that the group should remember to ask Maas about using a unit cost approach that can be adjusted based on whether blasting is required. Group discussed bidding out full civil engineering package versus this more limited earthworks package, particularly in regards to the additional costs involved with redundant activities of seeding/stabilizing the area and bringing in equipment. Consensus was to recommend to Library Board that the full civil package be targeted instead of just earthworks.
4. Discussion and Consideration: Sprinkler System for New Building: Sprinkler system is not currently required for building size, and group discussed whether installing utilities to allow for one in the future would be required. Reviewed information from Jim Gersich and also Kevin Funseth of New Glarus Utilities: our building could grow to 19,550 square feet and possibly double that with proper frontage and fire walls before sprinklers would be required; installing sprinkler line and related fire department connection would not only increase costs up-front but also monthly water charges. Consensus is to recommend to Library Board that sprinkler system and any related utilities not be installed.
5. Discussion and Consideration: Request to Village for Parking Variance: This item tabled until an easement agreement with Swiss Center is in place.
6. Discussion and Consideration: Items for Easement Request with Swiss Center: Items to be agreed upon include installation, repairs and maintenance of sidewalk on Swiss Center property, snow removal, shared parking, liability, and the Swiss Center circle drive encroachment. Linda will meet with Village Administrator Drake Daily to draft a letter of intent and schedule a meeting with Swiss Center to agree on terms before asking a lawyer to draw up the official easement document. Letter to be completed by January 1, 2020.
7. Approval of Minutes
 - A. August 20, 2019: Tim Usher moved to approve, 2nd by Jody Hoesly, motion carried.

8. Discussion and Consideration: Next meeting date and agenda items: Meeting scheduled for December 16, 2019 at 6:00 pm.
9. Chairperson's review
10. Adjournment: Chair Budsberg adjourned the meeting at 8:05 pm.

Respectfully submitted, Holly Lague, Secretary

**VILLAGE OF NEW GLARUS
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**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Monday, December 16, 2019 at 6:00 PM**

Minutes

1. Call to order: Chair Kevin Budsberg called the meeting to order at 6:00 pm. Those present, in addition to Budsberg, were Linda Hiland, Jody Hoesly, Tim Usher, and Holly Lague.
2. Approval of Agenda: Holly Lague moved to approve, 2nd by Tim Usher, motion carried.
3. Discussion and Consideration: Design Exhibits – No new designs to review.
4. Discussion and Consideration: Stormwater Retention & Civil Bid Package – Kevin Budsberg made note of the Library Board's vote from the draft minutes of their meeting on December 14, 2019: "Kevin Budsberg moved that the civil engineering plans comply with the Special Flow Restriction Zone Ordinance because the Library Board is serious about its commitment to Durst Valley; 2nd by Shelly Truttmann. Motion carried." Further work on this item is on hold, pending Easement Agreement discussions with the Swiss Center.
5. Discussion and Consideration: Request to Village for Parking Variance – Further work on this item is on hold, pending Easement Agreement discussions with the Swiss Center.
6. Discussion and Consideration: Items for Easement Request with Swiss Center – Linda Hiland and Village Administrator Drake Daily will work with the Village Attorney to draft an easement agreement and will meet with Swiss Center representatives for review. Committee consensus is to follow Village ordinances regarding the installation and future maintenance responsibilities of sidewalks.
7. Approval of Minutes
 - A. November 25, 2019 – Jody Hoesly moved to approve, 2nd by Tim Usher, motion carried.
8. Discussion and Consideration: Next meeting date and agenda items – Next meeting tentatively set for Tuesday, January 21 at 6:00 pm.
9. Chairperson's review
10. Meeting adjourned at 7:34 pm.

Respectfully submitted, Holly Lague, Secretary

**VILLAGE OF NEW GLARUS
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**New Glarus Village Hall Board Room
319 2nd St, New Glarus WI 53574
Thursday, February 6, 2020 at 6:30 PM**

Minutes

1. Call to order: Chair Kevin Budsberg called the meeting to order at 6:34 pm. Those present, in addition to Budsberg, were Linda Hiland, Jody Hoesly, Tim Usher, and Holly Lague.
2. Announcement: The Building Committee will convene into a closed session called under WI State Statute 19.55(l)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business [Easement agreement with Swiss Center of North America].
3. Approval of Agenda: Holly Lague moved to approve, 2nd by Tim Usher. Motion carried.
4. Discussion and Consideration: SCNA Easement Outline: Kevin Budsberg, Linda Hiland and Village Administrator Drake Daily met with Beth Zurbuchen and John Etter of the Swiss Center of North America on January 29 to discuss general terms of the easement, focusing on sidewalks, shared parking and circle drive, and signage. Village attorney is drafting the agreement and further discussion of the items under negotiation will take place in closed session.
5. Discussion and Consideration: Site engineering: Discussed recent emails between committee members and architects/civil engineers regarding extent of excavation based on building size, and what exactly will be included in the site work this spring. It was mentioned that the Library Board directed a complete site work package to be done, in the interest of saving money on mobilizing equipment. Also discussed the idea that portions of this work might be donated in-kind, and whether Maas could accommodate this and how it would work. Kevin Budsberg will follow up with Dimension IV and Maas for clarification and confirmation of scope.
6. Discussion and Consideration: Preparation for submittal of the plan to the Village for approval and variance(s): This topic was tabled.
7. Approval of Minutes
 - A. December 16, 2019: Tim Usher moved to approve, 2nd by Jody Hoesly. Motion carried.
8. Discussion and Consideration: Next meeting date and agenda items: No further meetings scheduled at this time.
9. Chairperson's review
10. The Committee will Convene into Closed Session: Jody Hoesly moved, second by Holly Lague. ROLL CALL VOTE: Holly Lague-yes; Tim Usher-yes; Jody Hoesly-yes; Kevin Budsberg-yes; motion carried.
11. Adjournment: Chair Budsberg adjourned the meeting from closed session at 7:40 pm, as there were no outcomes to discuss.

Respectfully submitted, Holly Lague, Secretary