



**PROGRESS MEETING #12
NEW WAUNAKEE LIBRARY
WAUNAKEE, WI**

**NOVEMBER 28TH, 2016
CORE BUILDING COMMITTEE**

ATTENDEES

Jean Elvekrog, Library Board President Erick Plumb, Library Director Geoff Vine, Library Board Member	Mike Ricker, Library Board Member Todd Schmidt, Village of Waunakee
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SCHEDULE/SITE UPDATE:

- Library Board Will present to Village Board on December 5th
- Village Board will discuss EPA negotiation is closed session December 5th
- Tax deed process with Dane County could be completed as soon as April, 2017
- If architectural design resumes in April of 2017, delivery of the new Library would move forward one year to May of 2019. With a Grand Opening in June of 2019.

OLD BUSINESS:

- 1.1 7-11-16 McDonald Schaefer's report showed good overall positive support for the new library and established a conservative fundraising goal of 1.5 million. 8-8-16 The fundraising effort will start agin once we have certainty on the site.
- 1.2 We discussed the timing of formation of the Building Committee. The larger group will not be formed until April 2016. In the meantime, the Core Building Committee will meet the second and forth Monday of every month @ 4:00 PM in the Village Center small conference room. 12-14-15 Wes from OPN suggested a group for the initial visioning session. We will convene a group for that purpose, but continue to hold off on forming the larger "Building Committee" until April. 1-25-16 This committee will not be formed until we receive Village Board approval to move forward with full design on 4-18. 5-23-16 We will continue to hold off on forming this group until the site purchase becomes more certain.
- 1.4 An Operations Budget needs to be determined for the new library based on the results of programming. Susan and Geoff will work with Todd Schmidt to start developing this after March 1st, 2016. 12-14-15 Susan will start this process by working on an org chart for current staff. We can then create a new org chart for contrast once programming is finished. 1-11-16 Susan brought an org chart of current library staff to the meeting. Geoff and Susan will review at a sub meeting when time permits. 1-25-16 Geoff and Susan will start working on the new org chart by March 1st. 2-8-16 Susan sent Geoff an email with information on libraries in the surrounding area including staffing levels. 2-24-16 The Village Board has asked for information on the operations budget to be provided before we are complete with programming and conceptual design. Geoff and Susan will use information from Waunakee's 2015 actual budget, and info from area libraries to come up with a conceptual budget. 3-14-16 Information based on a conceptual estimate was sent to Todd Schmidt on 3-4. Todd forwarded Geoff's email and estimate on to the Village Board the same day. The operations budget range was stated to be between \$1,150,000 and \$1,250,000 per year. 5-23-16 This budget range was discussed at the April 4th Village Board meeting. 7-11-16 Todd asked what possible increases in

staff over the next two years might be necessary to be at the level required in 2019? These need to be identified and submitted to Village staff by early August for budget planning purposes. A sub-committee of Mike, Jean, and Susan will meet to create the new library org chart. **11-28-16 Mike and Jean have reviewed their work with Todd and Erick. Erick will summarize future staff requirements in the power point for the upcoming Village Board meeting.**

- 3.3 Geoff Vine will report to the Village Board on behalf of the Core Building Committee at regular intervals throughout design and construction. The Next update to the Village Board will be made at the February 1st meeting. 1-25-16 Susan, Jean, and Geoff will meet at 5:30 on February 1st before the Village Board meeting to discuss agenda. 2-8-16 The next Village update will be at the second Village Board meeting in March. 2-24-16 Our next Village update will not be until the first meeting in April. 3-14-16 The next Village Board meeting is on April 4th. 5-23-16 The new library operations budget was presented to the Board on April 4th. No future updates are scheduled at this time. 7-11-16 A joint Village Board and Library Board meeting is being planned for August 15th. The agenda of that meeting will include presentation of design to date, results of the MS Feasibility Study, and overall project budget. 8-8-16 This meeting has been delayed until more information on the site acquisition is known. **11-28-16 We will present at the December 5th Board meeting. Erick will prepare a power point presentation for the committee's review by Friday. Geoff will deliver the presentation to the Village Board.**
- 6.1 Geoff would like to make a presentation to the Westport Board as soon as marketing material and a presentation is available. We also discussed using this material to present to the Chamber, Rotary, the Village Board, and other organizations. The marketing committee will create the materials and schedule for this "tour". 3-14-16 The first deliverable will be a power point presentation for the April 4th Village Board Meeting. 5-23-16 Other candidates for a tour stop include Rotary and The Chamber's Board Meeting. Jean will create a schedule for these tours. 8-8-16 Marketing tours will be delayed until we have more certainty on the site.
- 6.2 Geoff will prepare an overall development budget to include all possible project costs. Wes will forward any examples that OPN may have from other projects. Todd will coordinate a meeting with Dave Ferris to review and determine which dollars the Library will be responsible for managing. 3-14-16 Todd will work with Dave and Geoff to schedule this meeting approximately 3 weeks from today. 5-23-16 Todd will obtain an appraisal for the existing Library property. Sale of this property will offset the cost of the project. Todd will also find out the cost of financing with a bond issue. 7-11-16 The cost of the appraisal for the existing library will be \$2,500. Geoff is also soliciting proposals for surveying and wetland delineation. Todd and Geoff will have a call with Mike Harrigan to discuss on 7/13 @ 11:30 to discuss bond issue and financing costs. Geoff is working on the overall project budget and will have a draft to Todd in the next two weeks. 8-8-16 Todd will have an appraisal of the current library property around September 15th.
- 6.3 Village representatives will meet with Alloy's attorney on 3/2 to discuss terms of a possible offer to purchase from the Village. The potential offer is on the Village Board agenda for 3/7. 3-14-16 The Village Board continues to negotiate an offer with Alloy. Concerns over future liability for contamination and payment of back taxes are holding up the negotiation. 5-23-16 Dane County has sent notices to Alloy about taxes due. The first deadline is on June 18th for Alloy to pay taxes current within two years. 7-11-16 The Village is currently working on the EPA claim with DOJ. The village is also determining the remaining site clean-up costs. 9-19-16 The Village Board continues to work with the DOJ and Dane County to obtain the Alloy property through the Tax Deed process. **11-28-16 The Village Board continues to negotiate with the EPA to resolve their lien. This will be discussed in closed session at the Village Board meeting on Monday. Once the lien resolution is known the Board will sign a MOU with Dane County for the deed transfer. It will take approximately 3-5 weeks to get this approved by the County and registered. Alloy will then have 60 days to pay taxes in full. If they do not pay, the Village can pay back taxes to the county and own the property. We are hoping this process will be complete around April 1st, 2017.**

- 9.1 Geoff has requested wetland delineation proposals from Ayres Associates and Snyder & Associates. Once proposals are reviewed Geoff will recommend to the Library Board that this work be performed before the weather window closes this fall. Otherwise the delineation will not be able to be performed until late spring of next year, which would delay the site design schedule. **11-28-16 The proposal for Wetland delineation has been signed. However we currently do not have access to the site for this type of work. This work has been delayed until the Spring.**
- 9.2 Geoff has received proposals from Ayres, Snyder & Associates, and Williamson Survey for the ALTA survey required for project site design. Geoff will make a recommendation to the Library Board for a surveyor when the time is right. This work will not be performed until the land purchase goes through.

NEW BUSINESS:

No new business at this meeting

PROGRESS MEETINGS:

The next progress meeting will be on **Monday, January 9th @ 4:00 PM** at the Village Center small conference room. Please review these minutes and submit in writing any comments concerning the meeting.

Submitted by: Geoff Vine, Library Board Member

cc: Core Building Committee
Library Board
Wes Reynolds, OPN
Todd Schmidt, Village Administrator
Chris Zellner, Village President