



**PROGRESS MEETING #9  
NEW WAUNAKEE LIBRARY  
WAUNAKEE, WI**

**JULY 11TH, 2016  
CORE BUILDING COMMITTEE**

**ATTENDEES**

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

- Feasibility Study results were presented by McDonald Schaefer on June 2<sup>nd</sup>
- CBC members toured Hartford and Oak Creek libraries on June 9<sup>th</sup>
- Alloy owner did not pay taxes current by first deadline of June 18<sup>th</sup>
- Joint Village Board and Library Board meeting scheduled for August 15th

**OLD BUSINESS:**

- 1.1 We discussed the timing of formation of the Fundraising Committee. Jean will contact Denise Vine and ask her to join the committee. The first meeting with McDonald Schaefer is being scheduled. 12-14-15 Denise Vine has agreed to be on the committee. The first meeting is scheduled for 12/17/15 @ 1:00 PM. 1-11-16 The Fundraising Committee is working on getting out the informational brochure to study participants. Calls to set-up interviews will begin the week of 1/25. Geoff stressed the importance of receiving a summary of initial results no later than the scheduled date of April 11<sup>th</sup>. 1-25-16 Brochures are almost complete and will be sent out 1-28. 2-8-16 Denise is calling to set-up interviews between 2-10 and 3-28. 2-24-16 Interviews are in progress. We are close to thirty participants. 3-14-16 Approximately 35 interviews have been scheduled. Interviews should be complete by the end of March. 5-23-16 39 Interviews were completed. McDonald Schaefer will present results to the Library Board on June 2<sup>nd</sup>. **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.**
- 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 fourth 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 1<sup>st</sup>, 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 1<sup>st</sup>. 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 4<sup>th</sup> 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.**

- 3.1 Geoff discussed the need for special approval from the State for clearing and landscaping along Six Mile creek. Wes from OPN will talk to the civil engineer to determine next steps. Todd Schmidt stated that the Village will help with obtaining approvals. 1-25-16 Wes will have Scott Anderson come to the next meeting to start the process. 2-8-16 Site design discussions included construction along creek, second entrance to site from east, future building layout, and bridge to south parcel for public parking. Scott Anderson reviewed flood plain, wetland delineation, and wetland set-backs requirements. Scott will provide a memo with a summary of the constraints we have to design around. Next steps will be a meeting with the Village Engineer, obtaining a site survey, and having a consultant delineate the wetland. We will move forward as soon as the Village owns the property. 2-24-16 Subsequent to the meeting, Kevin Even stated that the Village will provide the survey and wetland delineation as part of the land acquisition cost if the Alloy site is purchased. 3-14-16 Geoff will meet with Kevin to discuss as soon as the purchase is finalized.
- 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 1<sup>st</sup> meeting. 1-25-16 Susan, Jean, and Geoff will meet at 5:30 on February 1<sup>st</sup> 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 4<sup>th</sup>. 5-23-16 The new library operations budget was presented to the Board on April 4<sup>th</sup>. No future updates are scheduled at this time. **7-11-16 A joint Village Board and Library Board meeting is being planned for August 15<sup>th</sup>. The agenda of that meeting will include presentation of design to date, results of the MS Feasibility Study, and overall project budget.**
- 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 4<sup>th</sup> 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.
- 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.**
- 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 18<sup>th</sup> 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.**

**NEW BUSINESS:**

- 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.
- 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.

**PROGRESS MEETINGS:**

The next progress meeting will be on **Monday, July 25th @ 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