



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

**FEBRUARY 27TH, 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 (via phone)
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SCHEDULE/SITE UPDATE:

- The Village has signed the MOU with the County for the Alloy Property
- Deadline for the current Alloy Owner to make tax payments is April 13th
- Quit Deed process could be complete by the end of April
- The CBC Committee will meet with the Architect on March 13th to revise the overall project schedule

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 again once we have certainty on the site. **2-27-17 The fundraising committee has begun meeting internally to plan for the kick-off of this effort.**
- 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.
- 3.3 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. 1-9-17 The presentation to the Board was well received. Erick will post the power point on the Library website.
- 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. 1-9-17 Todd received an appraisal of the library property at 1.1 Million. This is higher than was budgeted.
- 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. 1-9-17 The Village Board has signed the MOU. The tax deed will be approved by the County February 9th. Around March 1st the 60 day notice will go to the land owner starting the window they have to pay all back taxes due, or lose the property. **2-27-17 April 13th will be the deadline for the current Alloy property owner to pay all back taxes. If taxes are not paid, the Village and County will complete the Quit Deed process.**
- 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. 1-9-17 Williamson Survey has been selected to do the survey. Geoff will forward a proposal to Jean Elvekrog for her signature once the Alloy property is owned.
- 13.1 Geoff will invite Wes Reynolds from OPN to the meeting on March 13th. Revise our schedule and talk about next steps with the design process as we approach the deadline for control of the site.
- 13.2 At one of our upcoming meetings we will discuss the plan for shuttle transportation to the new library after school from our middle school.
- 13.3 Mark from General Engineering (the Waunakee Building Inspector) will perform a cursory review the existing Library for code compliance. The School District may be interested in the property. **2-27-17 The School District may not be interested in the property due to other more pressing financial needs. Todd Schmidt is talking to a private business owner that may be interested. Todd will continue to let people know the property may be available.**

NEW BUSINESS:

- 14.1 The Library and Village worked together on submitting an application for an "Idle Sites" grant. We will hear back on whether or not we will receive any funding from the grant by mid-March.
- 14.2 On March 7th the Phase I Environmental Study is being updated in anticipation of owning the Alloy property. The current Phase I is more than 90 days old.
- 14.3 Jean will get a proposal and preliminary designs for two site advertising signs in anticipation of placing them on the Alloy site once the Village owns the property.

PROGRESS MEETINGS:

The next progress meeting will be on **Monday, March 13th @ 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