

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SPPL DD Meeting	MEETING LOCATION	Sun Prairie Public Library Community Room and Zoom
MEETING DATE	14 September 2023	MEETING TIME	1:00PM
PROJECT NAME	Sun Prairie Public Library Remodel and Addition		
FEH PROJECT NUMBER	2023402		
PROJECT ADDRESS	1350 Linnerud Drive, Sun Prairie WI 53590		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com
<input checked="" type="checkbox"/> Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Brady Ludvik	FEH Design	262.968.2055	bradyl@fehdesign.com
<input checked="" type="checkbox"/> Sarah Jansen	FEH Design	262.968.2055	sarahjj@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Brad Biddick	Design Engineers	608.424.8815	brad.biddick@designengineers.com
<input checked="" type="checkbox"/> Kevin M. Johnson	Hunzinger – Owner’s Rep	414.416.3377	kevinjohnson@hunzinger.com
<input type="checkbox"/> Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org
<input type="checkbox"/> Lynn Montague	Youth Services - SPPL	608.825.0903	lmontague@cityofsunprairie.com
<input checked="" type="checkbox"/> Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
<input type="checkbox"/> Kate Hull	Tech Services - SPPL	608.825.0901	khull@cityofsunprairie.com
<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com
<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input type="checkbox"/> Rose Daily	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
<input type="checkbox"/> Jeff Robbins	Sun Prairie Media Center	608.837.4193	jrobbins@cityofsunprairie.com

1) Goals for Success

2) Review of COW Meeting

- a) COW approved the project including the cost of geothermal. The total project cost is the maximum value; this is the project budget cap that the design team will work within.
- b) The alternates were discussed:
 - i) Bird Safety Glazing
 - ii) Technology Components (to be determined) that could easily be added in the future
- c) The design team will issue a request for proposals for a geothermal test well.
- d) It was questioned whether Geothermal or LEED certification could be “pressure valve” options in case pricing gets too high.
- e) The Sun Prairie City Council will make the final decision on the project going to construction.
- f) A Darcy geothermal system is a proprietary groundwater-sourced system that has a test well cost of an additional \$30K.
 - i) This system would only work cost-wise if the aquifer under the library site is shallow.
 - ii) It was suggested that city records be checked to see if the original construction borings documented the depth of the water table below the library site.



- g) The design team will work on the heating and cooling system design while the results for the test bore are pending.
 - h) It is not currently included in the budget to go Net Zero, but the building will be designed to do so in the future.
 - i) The COW had questions about amphitheater usage during the year; it will be important that this looks pleasing year-round.
- 3) Timeline**
- a) The timeline was revised to reflect the timing of the schematic design approval process.
 - b) The Sustainability Committee Meeting is 9/21 at 6PM. This will be a hybrid meeting.
 - c) The Staff In-Service 9/22 at 10:30-Noon. The SD booklet will be reviewed, with a focus on the floor plan layout.
 - d) Schedule for departments / agencies at future planning meetings
 - i) IT (City & SCLS), SPPD (security), City Planning, Public Works, Legal, Finance, Beans 'n Cream/Friends (bookstore/cafe)
 - ii) Meeting with Technical Review Committee (TRC) early November for the Site Design Review.
 - e) The groundbreaking ceremony to have an early June date to align with the children's reading program.
 - f) Construction phasing will be utilized to relocate specific elements into the addition during renovation.
 - g) The November 23 meeting should be changed to November 20 at noon due to the holiday.
 - h) The September 28 meeting will be about interior finishes and casework.
 - i) The meeting on October 12 will review MEP infrastructure.
 - j) The meetings on October 26 – November 2 will review aspects of the technology systems.
 - k) A meeting will be needed in DDs to review the aquarium system requirements.
 - l) The police department will be needed at the security design meeting.
 - m) A meeting in January will be required with legal and finance.
 - n) Grant requirements will need to be finalized by the end of 2023 for inclusion in the design documents.
- 4) Design Development**
- a) Outdoor Locker Placement
 - i) The outdoor lockers need to be relocated to function better. These will be relocated to face north off the drive-up lane. The intent is to not have to relocate them after the expansion.
- 5) Other items**
- a) Focus on Energy
 - i) FEH to request the bundles be reconsidered with a geothermal system.
 - b) Field Trip
 - i) McFarland Public Library (Photo)
 - (1) This photo shows turf adjacent to grass. The turf has weathered well with its usage.
 - ii) Milwaukee Public Space
- 6) Next steps and assignments**
- a) Next Chapter Team Meeting September 28 at 12PM

ACTION ITEMS

- 1. FEH Design
 - a. Adjust the Timeline.
 - 2. SPPL
 - a. Field Trips to libraries and makerspaces
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For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

WRITTEN BY Christy Monk

NEXT MEETING 28 September 2023, at 12PM

ATTACHMENTS Updated Timeline, McFarland Library Photo

SPPL PROJECT TIMELINE



Board meetings second Thursday of the month

ACTIVITY	START	NOTES
Client Project Kickoff Meeting Start	4/12/2023	
Program meeting	4/26/2023	9am
Program meeting	5/8/2023	9am
Schematic Design (3 months)	5/16/2023	
Core Planning Meeting	5/25/2023	12-2PM
Finalize programming/space planning	6/8/2023	Library Board Meeting @ 6PM
Core Planning Meeting	6/8/2023	12-2PM
Core Planning Meeting	6/22/2023	12-2PM - Review Ampitheater Layout
Core Planning Meeting	7/6/2023	12-2PM
Core Planning Meeting	7/20/2023	12-2PM
Staff Meeting	7/24/2023	1PM
Staff Meeting	7/27/2023	9AM
Core Planning Meeting	8/3/2023	12-2PM VIRTUAL
Internal Quality Review	8/3/2023	
Schematic Design Complete	8/10/2023	Amphitheater and Maker's space layout for fundraising / Library Board Meeting @ 6PM
Design Development Start	8/11/2023	
Core Planning Meeting to Reduce Costs	8/17/2023	12-2PM
Core Planning Meeting	8/31/2023	12-2PM
Special Library Board Meeting	8/31/2023	6PM
Special Committee of the Whole Meeting	9/12/2023	5:30PM
Design Development Start	9/13/2023	
Core Planning Meeting	9/14/2023	12-2PM
Core Planning Meeting	9/28/2023	12-2PM
Core Planning Meeting	10/12/2023	12-2PM
Core Planning Meeting	10/26/2023	12-2 PM
Core Planning Meeting	11/2/2023	12-2PM VIRTUAL
Internal Quality Review	11/2/2023	
Design Development Complete	11/9/2023	Library Board Meeting @ 6PM

ACTIVITY	START	NOTES
Contract Documents Start Core Planning Meeting	11/9/2023	12-2PM
Core Planning Meeting - As Needed	11/23/2023	12-2PM
Core Planning Meeting	12/7/2023	12-2PM
Design Development Complete	12/14/2023	Library Board Meeting @ 6PM
Contract Documents Start	12/15/2023	
Core Planning Meeting	12/21/2023	12-2PM
Core Planning Meeting	1/4/2024	12-2PM
Core Planning Meeting	1/18/2024	12-2PM
Core Planning Meeting	1/25/2024	12-2PM VIRTUAL
Internal Quality Review	1/25/2024	
Core Planning Meeting	2/8/2024	12-2PM
Contract Documents Complete	2/9/2024	
Core Planning Meeting	2/22/2024	12-2PM
Issue drawings to Bid	2/23/2024	
Contract Documents Complete	3/14/2024	Library Board Meeting @ 6PM
Library Board Approval to Issue Drawings	3/14/2024	
City Council Approval to Issue Drawings	3/19/2024	
Issue drawings to Bid	3/22/2024	
Receive Bids	4/18/2024	
Recommendation to Award	4/25/2024	Special Library Board Meeting @ 6PM
City Council Approval of Award	5/7/2024	(If Needed)
Start Construction process (13 months)	5/14/2024	
Groundbreaking Ceremony	June 2024	
Ongoing Bi-Weekly Progress Meetings		
Substantial Completion	6/13/2025	
Furniture Installation	6 weeks	
Final Completion Date	7/25/2025	
Technology Installation	4 weeks	
Move	August 2025	
Grand Opening and Dedication	September 2025	



FOREVER LAWN TURF PHOTO
McFARLAND PUBLIC LIBRARY
2023.09.14