

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL DD Meeting	<b>MEETING LOCATION</b>	Sun Prairie Public Library Conference Room and Zoom
<b>MEETING DATE</b>	12 October 2023	<b>MEETING TIME</b>	12:00PM
<b>PROJECT NAME</b>	Sun Prairie Public Library Remodel and Addition		
<b>FEH PROJECT NUMBER</b>	2023402		
<b>PROJECT ADDRESS</b>	1350 Linnerud Drive, Sun Prairie WI 53590		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
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<input checked="" type="checkbox"/> Jeff Robbins	Sun Prairie Media Center	608.837.4193	jrobbins@cityofsunprairie.com
<input checked="" type="checkbox"/> New Lor	Sun Prairie Facilities Supervisor	608.825.0858	nlor@cityofsunprairie.com

- 1) **Goals for Success**
- 2) **Review and Approval of Last Meeting Minutes**
  - a. November 9 will be a civil and landscaping team walkthrough at 11:30am
    - i. Memorial trees will be identified.
- 3) **Timeline**
  - a. Invite Coffee Vendor / Café to a Dec or Jan Meeting
    - i. This is scheduled for January 4 with the Friends group.
- 4) **Design Development**
  - a. Bin Spaces are okay as currently shown.
  - b. Casework Discussions were held after the meeting.



- c. Aquarium
  - i. The aquarium will be 36" deep and will sit at 36" off the ground.
  - ii. Cabinetry above the tank will need to provide venting
  - iii. Equipment that should be housed in aquarium cabinets to the side, below, and above the aquarium include:
    - 1. A source of water and a floor drain
    - 2. Power on at least three circuits.
    - 3. 2 sump pumps.
    - 4. 1 foot of walled chases on either side of the aquarium to house electrical and plumbing.
      - a. The aquarium provider would build the cabinets around the tank.
    - 5. The tank will need structural support down center.
    - 6. Two 30"x24" reservoirs would be under the aquarium.
    - 7. All utilities are to be brought through the ceiling and upper cabinets or through the floor.
    - 8. A 150-gallon reservoir to be kept in the adjacent janitor's closet
      - a. A sink and enough space for reservoir needs to be provided.
      - b. FEH to look into piping this water into aquarium.
    - 9. 2 Reverse Osmosis (RO) water systems are needed. One in janitor closet and one under tank
    - 10. A safety overflow pipe should be provided at the aquarium to a floor drain.
    - 11. All outlets must be GFCI.
    - 12. A utility sink in the Janitor room for cleaning part was requested.
- d. Alternates
  - i. Second Drive Lane
    - 1. Adding impervious surface which will increase the water retention area. The second drive lane should be considered part of the masterplan.
  - ii. Replace Rock in Parking Lot Islands
    - 1. An option to replace rocks could be crushed granite.
  - iii. Heated Sidewalk
    - 1. The proposed, new sidewalks are currently not planned to be heated.
    - 2. MEP needs to look into what is required to get the existing heated sidewalk tied into the new hot water system.
    - 3. The facilities individual stated that having heated sidewalks to each entrance is preferred, so all sidewalks can serve patrons equally.
      - a. MEP to look into how adding this may affect LEED requirements, as heated sidewalks take large amounts of energy.
      - b. This option also need to be evaluated per the building code.
  - iv. Increasing size of existing driveway
    - 1. This is currently part of the project, depending on budget. It should be considered part of the master plan.
  - v. Bird Safety Glazing
    - 1. This is an east alternate to retain.
  - vi. Relocation of the art sculpture to the front of the building is part of the project.
    - 1. Has a camera surveilling it and lighting.
    - 2. This should be protected during construction and reinstalled. The city will look into whether they can temporarily relocate the art, so the contractor does not need to consider insuring private art.
- e. Amphitheater
  - i. The upper level and lowest level are accessible.



1. It was acceptable for the top and bottom seating levels to be accessible and the middle two seating levels to be non-accessible.
  2. The design team has concerns that the steepness of the turf slope on the west could cause the sand to migrate to bottom unevenly, causing wear.
    - a. The group stated that this was acceptable.
- f. Geothermal
- i. A proposal from GO Loop was received for the test well. This will be a delayed schedule from what was proposed, but acceptable.

## 5) MEP Infrastructure

- a. Electrical
- i. Service Entrance
    1. Design Engineers met with SPU about the electrical service. A new main electrical room will be provided on the east of the addition.
    2. The existing service will remain until the new service is up, then the building will be converted.
  - ii. Microgrid System
    1. The microgrid system will control the building energy usage, between the energy provided by Sun Prairie Utilities and the energy produced from solar panels. The system will control whether to store or spend solar energy.
    2. If there is a power outage, there are power tiers (Good, Better, Best) to determine what will continue to run. The media center and community room are on Tier 1. Tier 2 uses would include data services and computers. Tier three would have convenience items such as wall outlets.
    3. The microgrid system can support the community center for 24 hours.
    4. UPS devices are independent of Microgrid system.
      - a. MEP to look into whether these should be kept.
      - b. A battery will continue to power emergency lights for 90 minutes, independent of the microgrid.
    5. The Library needs to budget the project as if not getting the microgrid grant.
      - a. The grant requires Buy American and Davis-Bacon provisions. This would need to be accommodated by a separate bid package.
  - iii. Power Distribution
    1. The building will receive a new transformer.
    2. An electrical room and a data room will be added within the new mechanical room.
  - iv. Lighting
    1. Lighting will be integrated into the architectural design and reviewed together in the future.
    2. The design team will look into retrofitting the "cauldrons" with LED lights versus the cost of replacement light fixtures.
    3. Exterior building lights and parking lot lights to be replaced as well.
  - v. Lighting Controls
    1. Daylight harvesting and lighting controls will be evaluated.
  - vi. Telecom Room Locations
    1. The existing server room will remain, and sub-rooms will be provided for cabling.
  - vii. Amphitheater
    1. This will have permanent power with infrastructure for the future.
    2. The amphitheater needs to have sound and lighting for performances. Rigging is needed.
      - a. There is a \$200,000 budget cap. The project can back into these components once the budget for the structure is determined.



b. Mechanical

i. Fire Protection

1. Service Entrance

- a. Comes into building in NW corner via the existing mechanical room and is to remain.
- b. Current issues
  - i. There are leaky pipes in patio areas, which will be demolished as part of the project.
- c. The design team will check the capacity of the compressor to determine whether it can serve the new building.

2. Extension of dry-type system

- a. The areas per zone will be evaluated.
- b. Deteriorated fittings can be replaced as part of the project.

ii. Plumbing

1. Service Entrance

- a. The service entrance is in the NW corner of the existing building. It is anticipated that the addition will be fed with the existing system.
- b. The irrigation system is to be removed and capped, as it is currently not used.
  - i. Not using an irrigation system can provide 2 LEED points.

2. Existing equipment

- a. The exterior door into the existing mechanical room will be revised to be 4'-0" wide. This will need to be coordinated with the existing fire suppression system. *(After the meeting it was noted on the existing drawings that the existing doors to the mechanical room are 4'-0" wide.)*
- b. The gas water heater will be replaced with an electric water heater.
- c. The design team will look into electric fireplace replacement options for the existing gas fireplace.
- d. Hot water recirculation will be added. A secondary water heater in the janitors' closet may be needed.

3. Plumbing Fixture Preferences

- a. The group would like to replicate the bathrooms that were recently renovated.
- b. New toilet fixtures to have manual controls.
- c. All new bathroom sinks are to have hardwired sensor controls.
  - i. The current bathrooms have a silvery solid surface vanity and white undermount sinks.
- d. Staff sinks are to have manual controls.
- e. Wall mounted toilets are preferred by staff.
- f. Staff would prefer a small shelf in bathrooms for people to place personal items. If there is room, youth staff would like a small chest of drawers for spare items in bathrooms in their area.
- g. A hand dryer was requested only in the media center bathroom. Paper towels should be provided in all other bathrooms.

iii. HVAC

1. Existing equipment & controls

- a. All equipment for the geothermal system will be provided in the new, east mechanical room.

2. Geothermal & Water-side systems

- a. GO Loop was a qualified tester/installer who submitted on the test well.



3. The vertical bore field will be east of the building into the parking lot.
4. Modular chillers will produce cold and hot water for the building, which will be placed in the east mechanical room.
5. There will be two penthouses on the roof.
  - a. One penthouse will be on the addition and one penthouse will be above the existing staff area.
6. ERU & Air-side systems
  - a. AHU with Air recovery unit
    - i. The building will have three units. Two serve the east side of the building while the other serves the west side of the building.
7. Zoning Preferences
  - a. The zoning plan will allocate one AHU for the staff area and the west half of the existing building. One unit for the atrium and community room, one unit for the addition and the east half of the existing building.
  - b. VAV units separate these three areas into smaller areas that have their own thermostats and temperature controls.
  - c. The perimeter will be zoned separately for better temperature control.
  - d. Two different types of thermostats
    - i. Wall plate sensors that cannot be adjusted in public areas.
    - ii. Thermostats that can be adjusted will be in staff areas.
    - iii. Staff input will be needed regarding which zones should have adjustable thermostats.
  - e. The zoning plan will be sent to staff for review and comment.
  - f. Fin tube supplemental heat may be provided along the exterior windows for comfort.
8. It was noted by facilities staff that the garage area may need to be enclosed with temperature controls, so problems with starting large equipment can be avoided.
9. Heat-generating equipment (ie: radio & maker space equipment)
  - a. Library staff to communicate what equipment produces a lot of heat.
10. Controls
  - a. A separate controls meeting will be required. The responsiveness of the system will be much improved from the existing system. There will be more humidity control.
  - b. The microgrid and HVAC systems will have separate controls that will talk to one another.

#### **6) Other items**

- a. Microgrid Grant
- b. Focus on Energy to be updated to a Geothermal System
- c. Milwaukee Field Trip
- d. Need to support hybrid technologies

#### **7) Next steps and assignments**

- a. Next Chapter Team Meeting November 2 at 12PM

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#### **ACTION ITEMS**

1. FEH Design
  - a. Update the aquarium design and associated cabinets.
  - b. Work with Design Engineers to determine the power and lighting scope at the amphitheater.
  - c. Revise the door into the existing Mechanical room to be 4'-0" wide.
  - d. Consider electric fireplace inserts.
  - e. Revise toilet fixtures to be wall mounted.

2. SPPL
  - a. Schedule Field Trips to libraries and makerspaces
  - b. Maintenance team to look into whether they can take care of the art
  - c. Review HVAC zones and adjustable thermostat locations
  - d. Communicate what equipment produces a lot of heat
3. Design Engineers
  - a. Determine what is required to tie the existing heated sidewalk into new hot water system
  - b. Work with FEH Design to determine the power and lighting scope at the amphitheater.
  - c. Consider building code and LEED regarding the heated sidewalk
  - d. Determine if retrofitting the cauldrons with LED lights or replacement light fixtures would be more cost-effective.
  - e. Confirm whether existing compressor can service an expanded sprinkler system.
  - f. Send zoning plan to owner for review.

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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.

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<b>WRITTEN BY</b>	Christy Monk
<b>NEXT MEETING</b>	2 November 2023, at 12PM
<b>ATTACHMENTS</b>	None

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