

# MEETING MINUTES

## MEETING INFORMATION

<b>MEETING NAME</b>	SPPL CD Meeting	<b>MEETING LOCATION</b>	SPPL Conference Room and Zoom
<b>MEETING DATE</b>	1 February 2024	<b>MEETING TIME</b>	<b>12:00PM</b>

**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"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Daniel Rojano	FEH Design	563.583.4900	Danielr@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 checked="" 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 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 checked="" type="checkbox"/> Mara Trusty	Sun Prairie Media Center		mtrusty@cityofsunprairie.com
<input checked="" type="checkbox"/> Don McDermott	Sun Prairie IT Director		dmcdermott@cityofsunprairie.com
<input checked="" type="checkbox"/> Allison Clemens	Design Engineers		allison.clemens@designengineers.com
<input type="checkbox"/> Rose Daily	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
<input checked="" type="checkbox"/> Sandy Xiong	Sun Prairie Media Center	608.825.0893	sxiong@cityofsunprairie.com
<input checked="" type="checkbox"/> Deb Haefner	SCLS		debh@scls.info
<input checked="" type="checkbox"/> Mike Steffes	Sun Prairie Police Chief		msteffes@cityofsunprairie.com
<input checked="" type="checkbox"/> Armando Farias	Sun Prairie Fire		afarias@cityofsunprairie.com
<input checked="" type="checkbox"/> Chris Garrison	Sun Prairie Fire Chief		cgarrison@cityofsunprairie.com
<input checked="" type="checkbox"/> New Lor	Sun Prairie Facilities		nlor@cityofsunprairie.com

### 1) Goals for Success

### 2) Timeline

### 3) Construction Documents – Resiliency

#### a) How are we defining resiliency?

- i) A safe space for community ‘event’. This includes refrigeration for milk and medication, power, emergency operations and emergency communications.
- ii) Use the connection with the Media Center to get communications out.



- iii) The Community room could be used in the event of evacuation of part of town.
  - iv) Community Resiliency Center would need a police presence when used by the public for an extended period of time.
  - v) Plan for a portable generator connection. There will be a keyed switch to change from battery use to generator.
  - vi) Locks / separation will be provided between 24-hour access space and the library.
  - b) Specific spaces, resources, and equipment we need to consider for resiliency.  
(Microgrid/Solar PV/BESS - power, light, HVAC, Wi-Fi, Atrium/Lobby & Community Room, Refrigeration)
    - i) A large battery will be onsite in lieu of a generator.
      - (1) Tier 1 – Atrium, Community Room, Restrooms, Kitchen (fridges, one microwave), limited Media Center items, and the City and SCLS networks. Also building controls, security controls, video on city network, and first responder antenna.
      - (2) Tier 2 – Staff computers, non-essential communication.
      - (3) Tier 3 – Entire Building.
    - ii) Life Safety equipment and devices will have their own battery backup. Lights will have a battery for 90 minutes and fire alarm will have a battery for 12 hours.
    - iii) The tier 1 spaces will have a smaller mechanical unit that can be decoupled from the larger units. Building temperature will be dependent on battery and solar.
    - iv) Schools have been used as centers in the past, but can't be used when school is in session.
    - v) A cut sheet on the resiliency center components was requested.
  - c) There are to be 4 Knox boxes at the north exterior door. These must be ordered through the fire marshal. This will include the staff entrance, main entrance, east vestibule, and youth program room. There will be a key and key card in the boxes.
  - d) Duress switch
    - i) When the duress switch is pressed it goes to the police, but they don't get notified of the type of event. Medical emergencies have typically been the reason that the duress button has been used at the library in the past. Only the police respond to the duress calls.
    - ii) A floor plan will be sent to the police to help determine the locations of the buttons.
    - iii) The doors between the community room and SPMC should be fail safe (not locked).
- 4) Construction Documents – Plumbing Fixtures**
- a) Bookstore sink – FEH is to confirm with the meeting notes with the coffee equipment vendor if the sink can get narrower.
  - b) The workbench in the existing mechanical room is to get removed to make space for piping. It does not need to be replaced.
  - c) Adult Services, Youth Program room, and Maker Space, change to a wide single basin sink.
  - d) Youth Program, Maker space, youth staff, and technical services sinks are to have sprayer faucets.
  - e) The existing hose bibs are to remain, and no additional hose bibs need to be added to the existing building.
  - f) The laundry tub is to have legs. A utility sprayer (like in a commercial kitchen) was requested.
- 5) Construction Documents – Toilet Accessories**
- a) Follow up with New on paper towel dispensers, soap dispenser, and toilet paper dispensers if they will be owner supplied. They need to be compatible with city-provided soap and paper products.
  - b) Frameless mirrors are preferred.
  - c) Recessed trash cans are preferred over the foot pedal one. The Media Center would also like the recessed trash can.
  - d) A shelf was requested for the youth restrooms.
  - e) Surface mounted baby changing stations should be provided in bathrooms, including the SPMC.
  - f) Menstrual products dispenser, see what the City uses / suggests for each bathroom.
  - g) Hooks should be provided near baby changing stations and at doors.
  - h) A 5-quart sharps disposal should be provided.
- 6) Other items**
- a) EIGP Microgrid/Solar Panel/BESS item
  - b) Conditional Use Permit Application

- c) LEED Progress Update – these requirements are being incorporated into the specifications.
- d) Quest Bidding Software
  - i) Kevin has looked into the process, and it is straight forward. Some entities require a small fee to submit a bid. It was questioned whether the City of Sun Prairie will require a fee.
- e) AV Equipment Update
  - i) Graphics are typically provided by the vendor. The City uses AVI.
  - ii) Svetha and Jan will meet with SCLS on Monday February 12 to see which network will be used for this building component.
- f) Early Literacy Structure
  - i) FEH Design will do a preliminary layout of the design for owner input. It may be bid as an alternate to the project.
  - ii) There is a donor and a budget cap for this effort.

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**ACTION ITEMS**

- 1. Update the bid documents with the items above.
- 2. Provide a duress plan to City Police for comment.
- 3. Compile a cut sheet of the Resiliency Center components.

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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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**WRITTEN BY** Kim Bellmann

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**NEXT MEETING** Thursday February 8, 2024 at 12:00PM

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**ATTACHMENTS** None

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