

**SUN PRAIRIE PUBLIC LIBRARY—FACILITIES COMMITTEE**  
**MEETING MINUTES**  
**Thursday, June 30, 2023**  
**1pm**  
**Remote Meeting**

1. Call to Order, Roll Call
  - a. Steve Stocker called the meeting to order at 1pm
  - b. Present: Steve Stocker, Mark Chin
  - c. Absent: April Brazier
  - d. Also present: Svetha Hetzler, Sarah Michaelis, New Lor (City of Sun Prairie Facilities Supervisor), Kevin Johnson (Owner's Representative, FVM), Jan Holmes
  
2. Approval of minutes
  - a. **MOTION: To approve the April 28, 2023 minutes**
  - b. Chin (1); Stocker (2); motion passed
  
3. Citizen Appearances/Public Comment
  - a. None
  
4. Unfinished Business- None
  
5. New Business
  - a. Consideration, Discussion and Possible Action on Current Facility Needs:  
(New Lor, Facilities Supervisor)
    - i. Lor reported. The fire suppression system is at capacity and Dave Jones recommended we contract with a fire suppression design team to do calculations on what the current system can handle. Johnson noted as part of the renovation all of the systems would be pressure tested.
  
  - b. Consideration, Discussion and Possible Action on Future Facility Staffing Needs (New Lor, Facilities Supervisor and Svetha Hetzler)
    - i. Lor reported. Initial research showed that 45,000-50,000 is the average square footage for 1 Full time Maintenance Technician. Hetzler and Lor are working with City Administration to see how we can get this into the budget.
    - ii. **MOTION: To recommend asking for 1 FT Maintenance Technician and 1 FT Custodian for 2024 and future years and to discuss these recommendations with the Library Board.**
    - iii. Chin (1); Stocker (2); motion passed.
  
  - c. Consideration, Discussion and Possible Action on SPPL Expansion & Renovation Full Design – Proposed Site Plan (Kevin Johnson, Owner's Representative, Senior Project Manager, FVM)

- i. Johnson reported. Johnson asked if the committee had any objections to the current alignment of the parking lot as shown. There will be a new entrance on Linnerud which will be made the primary entrance.
    1. Chin asked about removing the rocks in the parking lot. The civil engineer working on the project would just need to know what the goals would be and what we'd like in place of the rocks.
    2. Chin asked how the new parking lot design impacts snow removal.
      - a. The team would send the design to Public Works to see how they would winter maintain it
    3. Atrium loading zone – not sure where we can put an aesthetically pleasing loading zone. Designated loading and unloading closer to the Amphitheater could be an option
    4. Stocker contacted Public Works regarding having a crosswalk between Sheehan Park and the library.
  - ii. **MOTION: To accept the conceptual site plan as presented and the Facilities Committee will formally review the updated site plan with the full site plan in August.**
  - iii. Stocker (1); Chin (2); motion passed.
- d. Consideration, Discussion and Possible Action on SPPL Expansion & Renovation Full Design – Proposed Amphitheater Design (Kevin Johnson, Owner's Representative, Senior Project Manager, FVM)
- i. Johnson reported. The committee is in agreement that the location of the Amphitheater is acceptable.
  - ii. The committee is in agreement that we would provide shading by strategically integrating trees in the design in lieu of a permanent shade structure. A permanent shade structure would add cost and needs maintenance.
  - iii. Johnson recommends artificial turf for the amphitheater. The committee asked if a list of pros and cons with sustainability of turf vs. grass could be provided. Johnson will get this information to the group.
  - iv. **MOTION: To recommend the location, integrating trees instead of a shade structure, and turf.**
  - v. Chin (1); Stocker (2); motion passed.
- e. Consideration, Discussion and Possible Action on SPPL Expansion & Renovation Full Design – Security, Cameras, Access Control (Kevin Johnson, Owner's Representative, Senior Project Manager, FVM)
- i. **MOTION: To meet with professional designers, for security, cameras and access control devices based on their recommendations, consult with Don McDermott from City IT, and share information for the Committee's review and input. With the**

access control, we want to make sure that badges are compatible.  
The security system should provide 14 days of storage.

ii. Chin (1); Stocker (2); motion passed

6. Referrals

a. None


7. Adjournment

a. **MOTION: to adjourn the meeting at 2:14 p.m.**

b. Chin (1); Stocker (2); motion passed.

Submitted by: Sarah Michaelis, Administrative and Project Librarian

Steve Stocker, Chair

A handwritten signature in cursive script that reads "Steve Stocker". The signature is written over a horizontal line.

