

Meeting Minutes (Building Committee)

Project: Millstadt Library – Phase 1 Planning & Design

WA Project No. 2020-027

Prepared By: Andy Dogan

Date of Meeting: 10 May 2021

Date of Minutes: 11 May 2021

Present: Traci Juhas, Janice Seidlitz, Nichole Lauko, Norm Sanders, Dustin Montgomery - Millstadt Library
Jon Carroll – Poettker Construction (PCC)
Katie Mollet, Andy Dogan – Williams Architects (WA)

Items Discussed:

1. Community engagement open house outline/format was discussed. In-person open house to be held Tuesday, June 8 from 6:00-8:00 PM at Millstadt VFW with online survey available for a week following open house.
2. Board content for community engagement open houses was discussed, as follows:
 - a. Project introduction boards will have existing building construction date revised to 1969.
 - b. Site plan board will show potential connection to school access drive as dashed potential access. Staff parking and material pickup/return lane will be clearly shown as alternate/potential feature.
 - c. Floor plan graphic will be amended to include bullet points including overall area, collection capacity, number of seats, meeting room capacity, etc.
 - d. Exterior concepts A and C will be presented (with C re-named to B) as B was not priced by PCC and is likely more expensive due to longer structural spans and additional glass.
 - e. Overall project costs will be expressed as a range to account for current unknowns and material market volatility.
 - f. Next steps board will be revised to eliminate two photos and include QR code for online survey
3. Next steps were discussed, as follows:
 - a. Board meeting Wednesday, May 12 to review community engagement strategy in more detail and answer questions with full board.

- b. Online survey to be developed following Board meeting to incorporate comments and questions to match Open House boards.
- c. Next Committee Meeting: TBD – via Zoom (WA to forward link and meeting invitation once scheduled)
 - i. Meeting topics to include open house logistics and online survey review.
- d. Community Engagement Open House – Tuesday, June 8 – 6:00-8:00 PM, Millstadt VFW

End of Meeting Minutes

