



RE: Richland County Library Improvements  
Sidney, Montana  
Meeting #02 – Schematic Design Meeting

SDi Job# 1725

**02 – SD**

Minutes of Meeting on February 6, 2018      2:00 PM – 3:00 PM

## PRESENT DURING MEETINGS:

[SDI]	Brandon Janshen & Mark Toennis
[Rich Co Comm.]	Commissioners Shane Gorder, Duane Mitchell, Loren Young, & Stephanie Verhasselt
[Rich Co P.W.]	Adam Smith
[Rich Co Library]	Kelly Reisig & Robin Hernandez
[Sidney Herald]	Bill Vander Weele

PROJECT STATUS: Site Survey has been finished, processed, and delivered. Library is working on a Grant to help fund the project. SDI has developed a design that addressed the discussion/comments from the previous meeting – this design was presented and reviewed today.

Specific items discussed were as follows (not necessarily in order):

01.01 Site: The County already owns the property and wants to incorporate design elements from the recent Courthouse site renovations into the entire block. The following is a current list of items to be considered:

- Extend diagonal parking along 3<sup>rd</sup> Avenue NW to the NW corner of the site.
- Landscaping, planters, benches, etc. to match existing around the Courthouse.
- Sidewalks along the S. side of the library need to be replaced to accommodate head in parking (7' sidewalk depth). Sidewalks leading into the main entry will also have to be replaced to level out some areas and provide positive drainage away from the entry/building.
- ADA Parking location is TBD based on final design.
- Existing gutter/drainage issues will need to be resolved.
- Existing ACU will have to be relocated to the roof.
- Would like to get windows for the basement on the N. side of the building – this will involve some dirtwork to remove the earthen berm, demolition of concrete retaining walls, insulating the foundation walls, and re-landscaping disrupted areas.

**02.01 No changes to the scope of the site development were discussed at this meeting. Plan is to address the previous items in a single Contract along with the interior remodel.**

- **The Commissioners were still interested in adding some N. side windows into the basement. As mentioned before, this will entail more work than just adding the windows – we will have to remove the earthen berm, insulate the exposed wall, re-seed/sod, and adjust sprinklers in addition to saw-cutting the openings, flashing, and installing new windows. Another option would be to add window wells and leave the earthen berm as-is except where the windows are located. We will develop both options and plug them into the estimate as 'alternates' for consideration at our next meeting.**

01.02 Site Survey: Adam will get a site survey documenting existing conditions for our use in developing a site plan for the project.

**02.02 Site survey has been finished, processed, and delivered. SDI will incorporate the information into the current design to assist with the forthcoming estimate.**



- 01.03 Basement ADA Access: The original building (~1965) has two levels – a basement and an upper level. The addition (~1985) provided ground level access for the addition and a ramp to access the upper level. Currently, the basement is not accessible and this is a primary goal for this project.
- We were originally tasked with developing a ramp on the N. side of the building for basement access, but after today's meeting, it was determined that an elevator would be more cost effective if a suitable location within the building could be determined.
  - We discussed an elevator buildout off the SE corner of the building since this would be more centralized for a library addition in the distant future.
  - After walking through the building, the Commissioners pointed out that a better location may be nestled in the main entry stairwell on the S. side of the building – we agreed and determined this will be our focus going forward.
- 02.03 The current design has incorporated a new elevator into the existing stairwell to allow ADA access to all three levels. This requires an associated pump room that we are currently locating in the basement.**
- 01.04 Basement Interior Remodel: With the basement having ADA access, the Owners want to remodel the existing space into better utilized space to accommodate the following:
- Large meeting area with a basic kitchenette and cabinet storage.
  - Montana History area as an extension of the library.
  - Teen Tech area.
  - Remodel existing bathrooms to meet ADA.
  - IT Room and M/E room to stay intact. M/E room currently houses a defunct generator.
- 02.04 The following is our understanding of items that have been prioritized to address:**
- **The Commissioners expressed their concern in justifying a need for another conference/meeting space in Sidney – it was agreed that this area could be better utilized as additional library space.**
    - **After our meeting, we discussed the possibility of remodeling some of this area to make the open space larger, add some lockable doors to keep the public from wandering into the back rooms, and re-finishing some exposed stud walls. We will come up with a minimal remodel for this area and plug it into the estimate as an 'alternate' for consideration at our next meeting.**
  - **The possibility of infilling under the entry canopy was mentioned, but we met in the Library after the meeting and agreed that remodeling the existing space would be more economical if we could get it to work.**
  - **In lieu of remodeling the basement restrooms to meet ADA, we discussed incorporating new ADA restrooms into the main level adjacent to the main entry. We met in the Library after the meeting and believe we can do this where the current circulation desk is located. The existing restrooms could be gutted, plumbing capped, and then left as bonus storage space.**
    - **We also plan to remodel the existing main level restrooms – one into a Janitor's closet to have this function close to the new restrooms, since the current Janitor's closet is in the basement, and the other restroom into bonus storage.**
    - **Another option we discussed after our meeting was to remodel the existing basement restrooms into office space with a reception/check-out area for the library functions that are anticipated to move into the basement. We will come up with a minimal remodel for this area and plug it into the estimate as an 'alternate' for consideration at our next meeting.**
  - **On the main level, we are cleared to remove the existing ramp and remodel this area into a new circulation desk/reception with better views of the entry and anyone going downstairs.**
  - **On the main level, we will remove the partial wall that is breaking up the children's area.**
- 01.05 Existing Generator: There is an existing Cummins generator in the basement M/E room. The parts/service contracts for the generator are proprietary (read: expensive), so the Owners are currently working on grants to procure a mobile generator. If this happens, they will remove the existing generator from the basement.



**02.05 The Commissioners are planning to remove the existing generator when things are opened up for the new elevator. I'm not sure if this will be a separate Contract by the Owner or if this is to be incorporated into this project.**

- **We did not discuss the status of a mobile generator.**

01.06 Next Meeting Deliverables: For the next meeting we intend to have the following developed for the owners consideration:

- Site Plan based on findings from the site survey and incorporating the items listed above.
- Basement Level Remodel Plan incorporating the items listed above.
- Ground Level Remodel Plan incorporating the items listed above.
- Upper Level Remodel Plan incorporating the items listed above.

**02.06 For our next meeting, we will have updated remodel plans, the site survey will be incorporated into the exterior work, and we will provide an estimate with isolated 'alternates' as listed above.**

**02.07 Construction Phasing: The plan is to have all the improvements incorporated into a single project. The Interior Remodel would be Phase 1 and could happen next winter. The Exterior Improvements would follow in Spring 2019. For this to happen, we would look at a late Fall 2018 bid date.**

**02.08 Lions Club Grant: Kelly is working with the local Lions Club on a potential 3:1 grant that has a deadline of May 14, 2018 – Grant would be awarded in August 2018. This grant will probably require more detailed drawings and estimates which we are planning to provide as part of the process. Kelly will be sending out more information on the grant for us to review.**

**02.09 Design Consultants: Currently, SDI is the only firm working on the design. We would propose that after our next meeting, we start working with our Consultants (Uintah for Civil/Structural and Simplicity for Mechanical, Electrical, and Plumbing – same team we worked with on the Fairview Senior Center & Fire Hall) to assist in developing more accurate drawings and estimates as we go forward.**

**NEXT MEETING: TBD**

Minutes respectfully submitted by:

*Stevenson Design, Inc.*