

MEETING MINUTES

ISSUE DATE 6-29-23

MEETING INFORMATION

MEETING DATE	June 23, 2023	MEETING TIME	Noon
MEETING NAME	Design Meeting #11	MEETING LOCATION	Cascade City Hall
PROJECT NAME	Cascade Public Library		
FEH PROJECT NUMBER	2021310		
MINUTES PREPARED BY	Michael Gehl		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Kevin Eipperle	FEH Design	563-583-4900	kevine@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563-583-4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Michael Gehl	FEH Design	563-583-4900	michaelg@fehdesign.com
<input type="checkbox"/> Amy Ludwig	Library Board		baludwig@netins.net
<input checked="" type="checkbox"/> Melissa Kane	Library Director		cpl@netins.net
<input checked="" type="checkbox"/> Mike Beck	Community Member		Beckcon@netins.net
<input checked="" type="checkbox"/> Monica Recker	Friend of Library		mnrecker@gmail.com
<input checked="" type="checkbox"/> Marie Thomas	Community Member		newhome813@gmail.com
<input type="checkbox"/> Megan Olophant	City Council		Olophant.megan@gmail.com
<input checked="" type="checkbox"/> Lisa Kotter	City Administrator		admin@citycascade.com
<input type="checkbox"/> Riley Rausch	City Council		Cascadeseat4@gmail.com
<input type="checkbox"/> Steve Knepper	Mayor		
<input type="checkbox"/> John Noonan	Community Member		jnoonan@cascade-mfg-co.com
<input type="checkbox"/> Maureen McDermott	Donor		
<input type="checkbox"/> Ellie Wigginton	FEH Design	563-583-4900	elliew@fehdesign.com
<input type="checkbox"/> Dieter Muhlack	DELTA 3	563-542-9005	muhlackd@delta3eng.biz
<input type="checkbox"/> Brian Fuller	JDR Engineering	608-819-0206	fuller@jdreng.com
<input checked="" type="checkbox"/> CeAnn Brickley	Friend of Library		ceannb@netins.net
<input type="checkbox"/> Mike Delaney	City Council		Cascadeseat3@gmail.com

DISTRIBUTION Library Board

PURPOSE FEH Design Process

DISCUSSION

1. Goals for Success
2. Timeline



- a. Award date of contract September 25, 2023
- b. In order to get something published in the Cascade Pioneer, items need to be discussed two city council meetings before in order to provide enough time to get a notice published in the Pioneer.
- c. Christy will send a sample Notice of Hearing to Lisa.

3. Budget – to be reviewed at the next meeting.

4. Design Review

a. **Site**

b. **Plan**

i. Casework

1. In the staff work area, the cabinets will extend to the north, going all the way to the exterior book drop wall.
2. The casework will have adjustable shelves.
3. The wardrobe will be moved to the north.

ii. Circulation Desk

1. There will be movable furniture pieces that provide storage under the circulation desk as needed, other than the one lockable cabinet.
2. The book return will now be a part of the circ desk, the return cart will be under the countertop. There will be no doors to enclose the cart.
3. Part of the return near the director's office will be eliminated to allow for a better flow of checking books in.

iii. Directors Office

1. Larger windows will be provided for a better view of someone at the circulation desk.
2. Shelves will be added on the west wall to provide more storage.
3. The door into the office will swing out.

c. **Exterior Design**

i. HardiePlank Lap Siding – Autumn Tan

ii. Red Brick – Ballpark

iii. The committee confirmed the rough and smooth limestone locations along with the stone and brick banding.

iv. Doors & windows – Clear Anodized Frame

d. **Finishes**

i. Display Case

1. The finish will be wood, the back wall will be a tackable surface, and the shelves will be suspended glass.

ii. Tile grout at Hearth – 02 Pewter

iii. Conference and study room accent colors were approved.

1. Conference Room – SW 7642 Pavestone - Gray
2. Study 1 – SW 6313 Kirsch Red
3. Study 2 – SW 9059 Silken Peacock - Blue
4. Circ Desk soffit accent – SW 9059 Silken Peacock - Blue

iv. Base Trim – the committee decided on wood base trim instead of resilient base throughout the building.

1. Wood stain color – Ravine, RA18

v. Window Shades – Style 2410 3% open



1. Oyster / Pearl Gray
 - vi. Laminate Countertop – Raw Cotton 4947-38
5. **Other Items**
 - a. Local products will be specified as the basis-of-design to encourage local products.
 - b. In-Kind donations, Lisa will provide FEH Design with a list of names of local businesses that want to make a donation. FEH Design will provide a form for businesses to fill out.
6. **Front End Specifications**
 - a. Bid Document issue: 28 July.
 - b. Online and Physical Plan Room: CityBlue Technologies in Quad Cities.
 - c. Prebid Meeting: August 8, 10AM, City Hall
 - i. This will be optional for contractors.
 - d. Bids Due: September 7, 3PM to Lisa at City Hall
 - e. Award – review by Library Board and City Council on September 25.
 - f. Owners Rep – Lisa Kotter
 - g. Bids will be held for 45 days.
 - h. Payment application dates will be provided by City.
 - i. No liquidated damages.
 - j. 5% Bid Bond
 - k. Performance and payment bonds required.
 - l. Alternates: shade canopy and solar
 - m. In-Kind donations language will be provided in the specifications.
 - n. There are no special provisions for the CAT Grant.
7. **Next Steps and assignments**
 - a. **FEH Design**
 - i. Continue Construction Documents
 - ii. Send Lisa the Geothermal Rebate Information
 - iii. Create a Material Boards
 - iv. Send Brian Fuller Electronic Sign Specifications.
 - v. Provide images of display cases with floating glass shelves.
 - b. **City of Cascade/ Committee**
 - i. Committee to inform FEH Design about equipment to be purchased by owner.
 - ii. Send Brian Fuller the Specifications for the City Street Lights
8. **Next Meeting: July 14, 2023**
 - a. August 8, 2023 meeting at the City Hall 10 AM Bid meeting
 - b. Bids will be due at the city Hall and addressed to Lisa.
 - c. September 25, 2023. 5:00 PM - Library Board Meeting before the City Council Meeting

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.

Attachments: Plan/ Drawings

Cascade Public Library Goals for Success

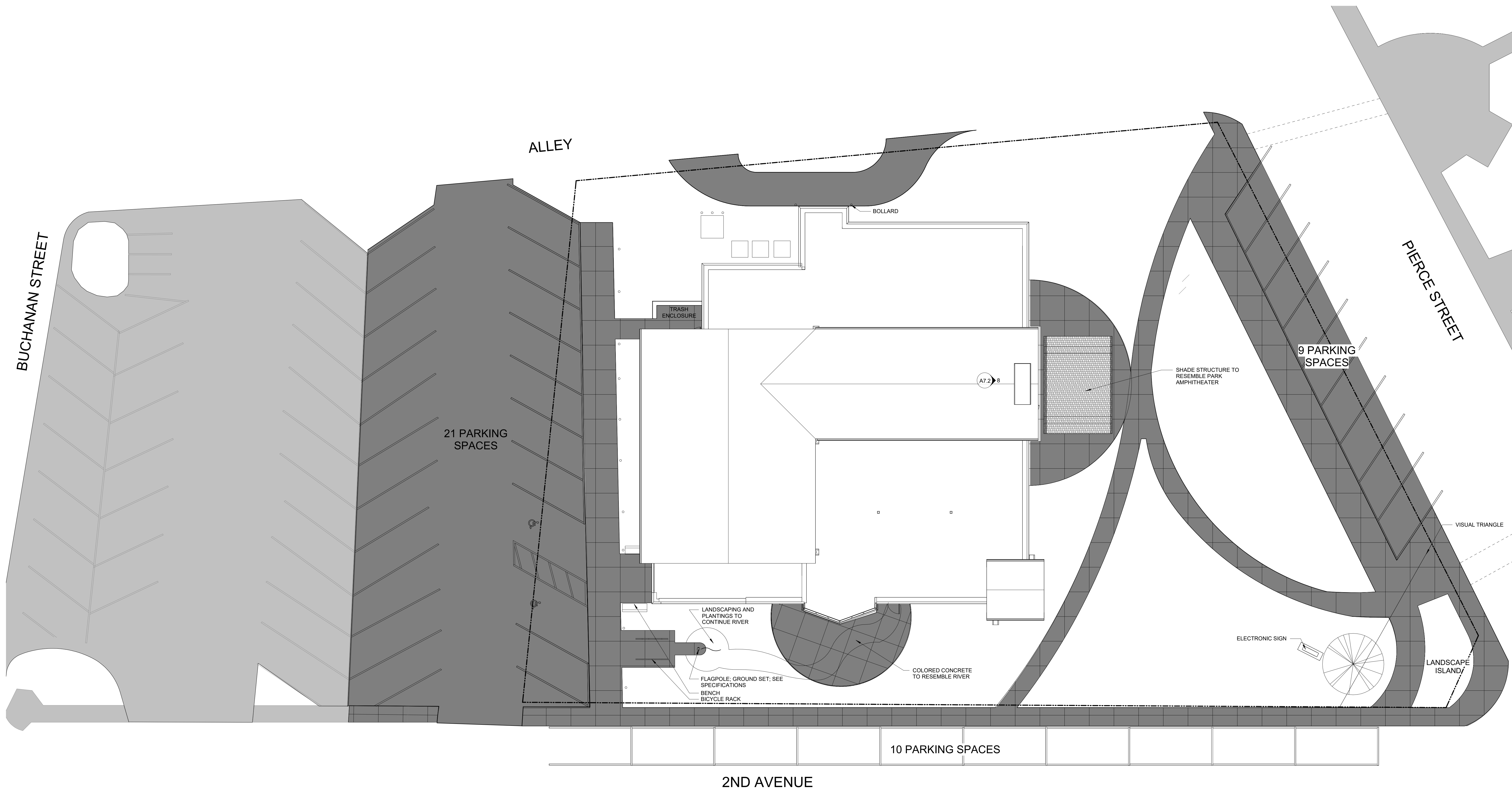
1 July 2021

Create a new Cascade Library that:

- provides adequate space for a robust collection.
- offers adequate space for delivering services and programming.
- provides access to current, 21st Century technologies and tools (i.e. internet, computers, digital media, 3D printer, laser cutter).
- is expandable and flexible to accommodate change in the future to best insure its longevity.
- is built with materials to withstand the test of time.
- is developed after a thorough evaluation of the possible options to best insure its suitability for the community.
- becomes a space for the community to gather.
- is inviting and welcoming to people of all ages, especially preteens/teens that are overlooked by current library spaces.
- is family friendly and an exciting and fun place to visit.
- provides barrier free access for everyone.
- is a safe and secure place for all users.
- is centrally located and has walking access.
- reflects the Heart and Soul values of Cascade:
 - C - Community: We cherish our history, but look towards the future to bring together long-time residents and newcomers alike.
 - A- Atmosphere: We pride ourselves on the generous, kind people who support one another, creating a family atmosphere.
 - S - Safety: We are dedicated to sustaining a well-kept, safe community that everyone can call home.
 - C - Convenience: We value our centrally-located community with amenities for all.
 - A - Activities: We treasure the activities that bring our community together through music, sports, faith & other events.
 - D - Development: We value our local businesses and industries that create jobs and encourage growth & revitalization.
 - E - Education: We invest in future generations by offering excellent choices in childcare, schools & extracurricular activities.

C:\Users\mchang\Documents\2021310 Cascade Library R02 Central_michael\0527.rvt

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- EXISTING PARKING
- NEW PARKING
- NEW CONCRETE SIDEWALK/PATIO

1 SITE PLAN
SCALE: 1" = 10'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT TITLE: CITY OF CASCADE
CASCADE PUBLIC LIBRARY
SECOND AVENUE SW,
CASCADE, IOWA

DATE ISSUED: 23 JUNE 2023

REV. NO. DATE

PROJECT NUMBER
2021310

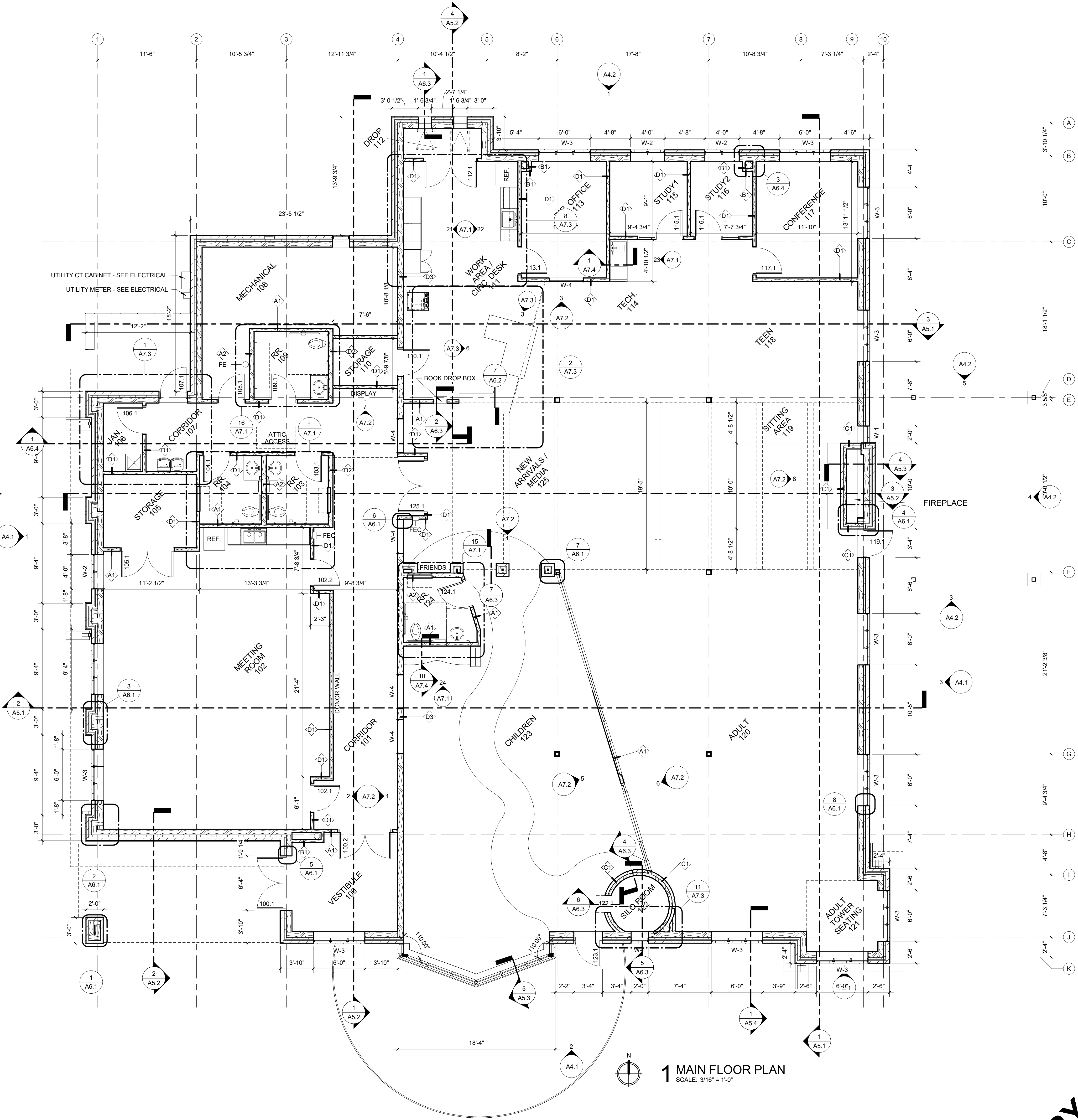
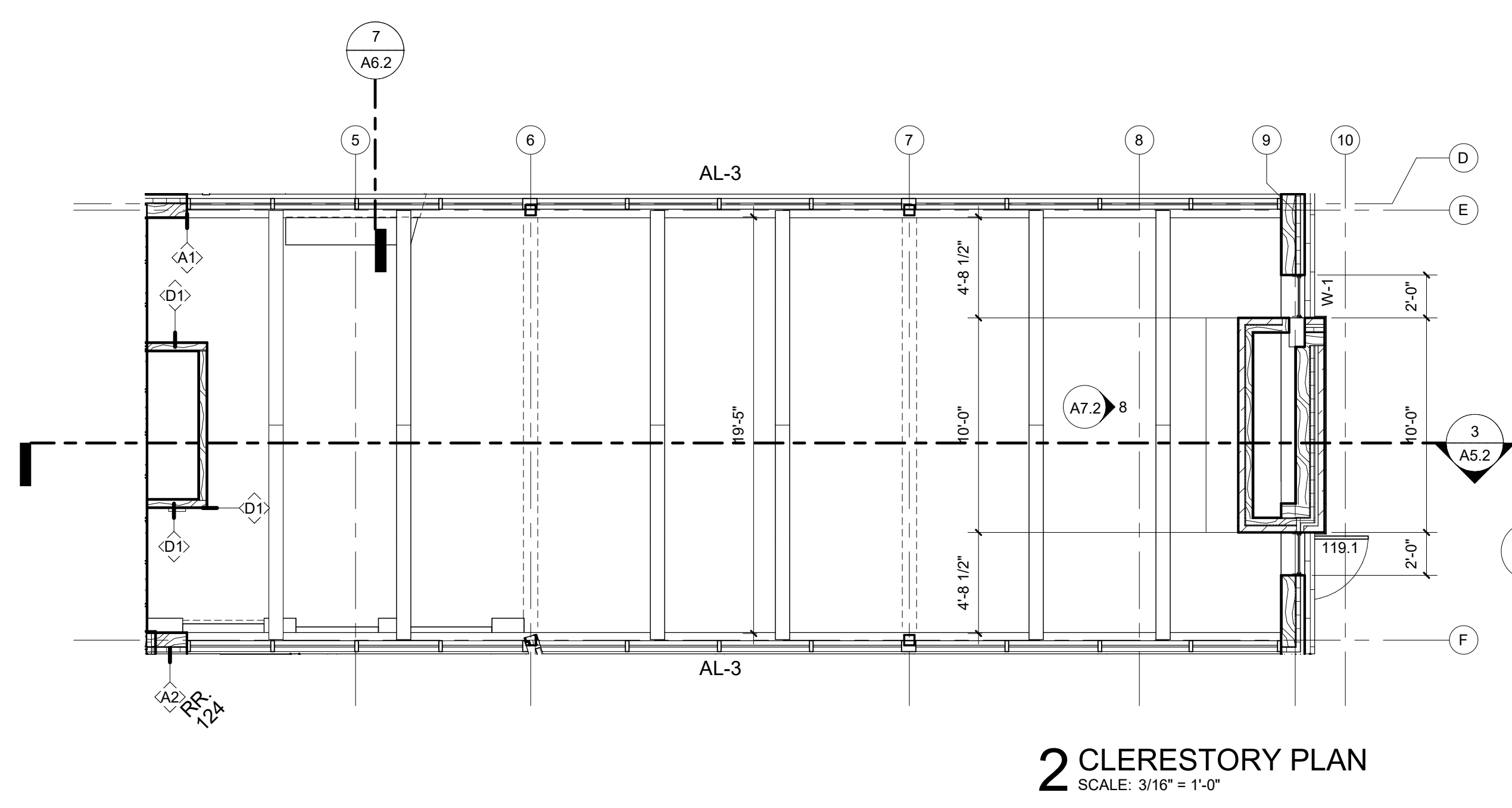
SHEET
AS1.2

IN ASSOCIATION WITH
JDR QUESTING Associates, Inc. ENGINEERING, INC. DELTA 3

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DES MOINES, IA (515) 288-2000
DUBUQUE, IA (663) 583-4900
OCOMOWOC, WI (262) 968-2055

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SHEET TITLE
SITE DEVELOPMENT PLAN



FLOOR PLAN LEGEND

	BULLNOSE CMU OUTSIDE CORNER		FIRE EXTINGUISHER ON BRACKET (FE)
	FIRE EXTINGUISHER CABINET (FEC)		

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT TITLE: CITY OF CASCADE
CASCADE PUBLIC LIBRARY
SECOND AVENUE SW.
CASCADE, IOWA

DATE ISSUED: 23 JUNE 2023

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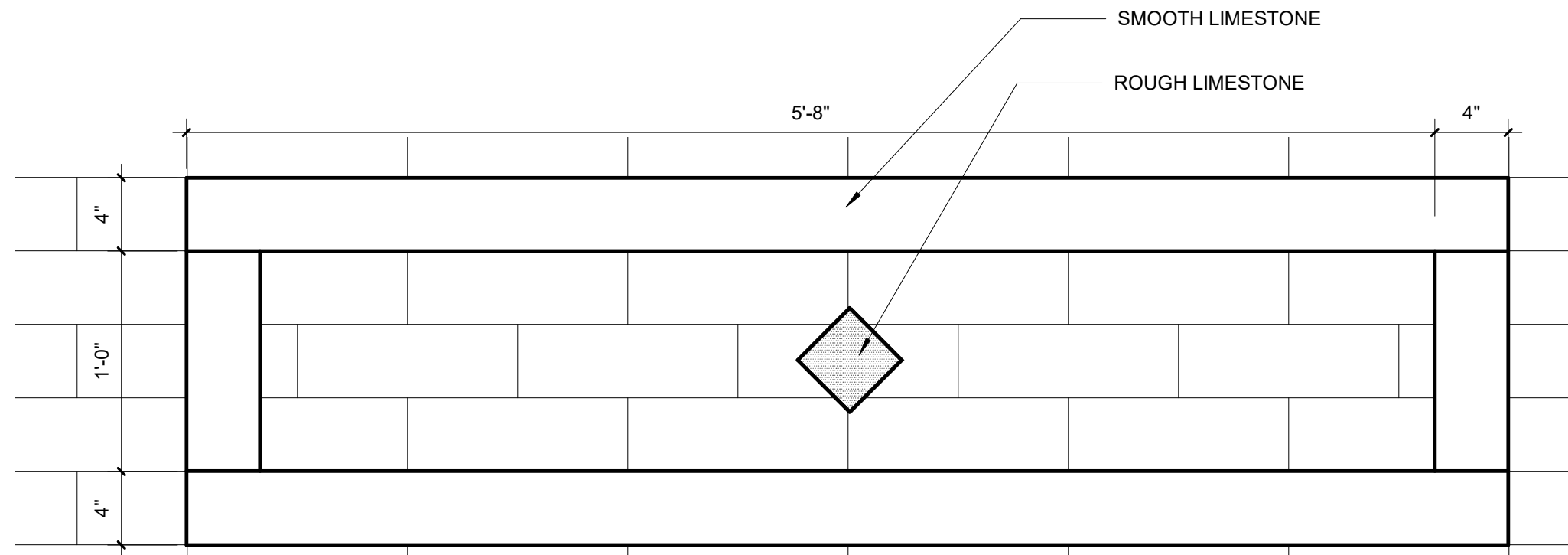
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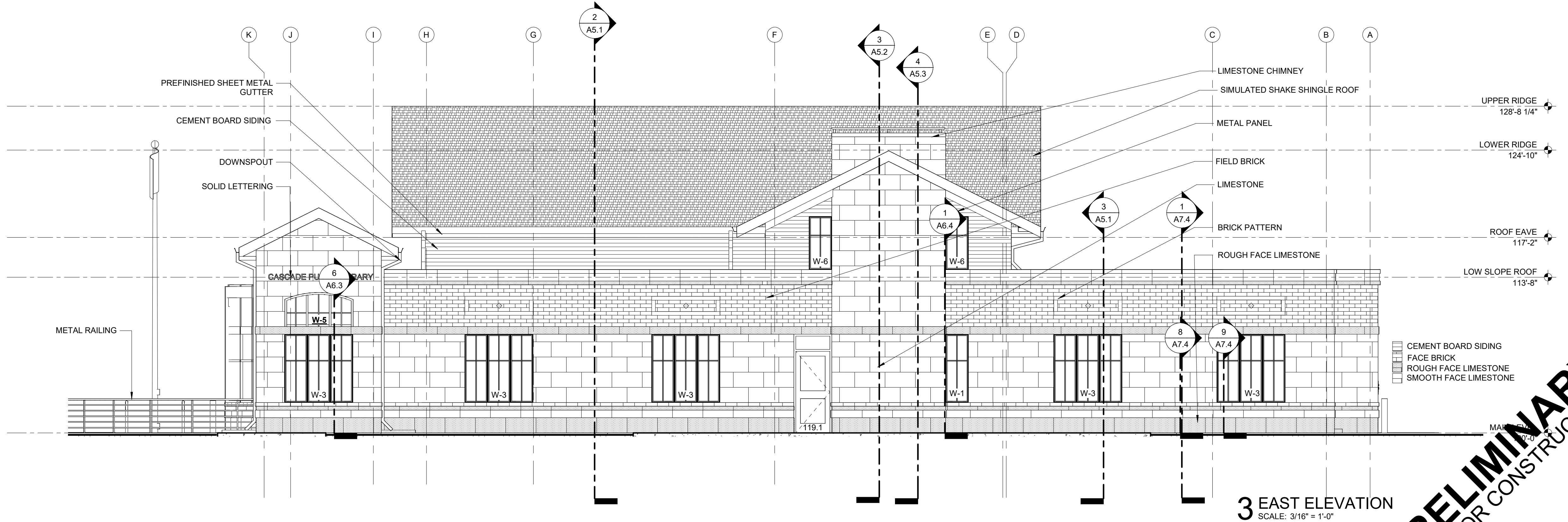
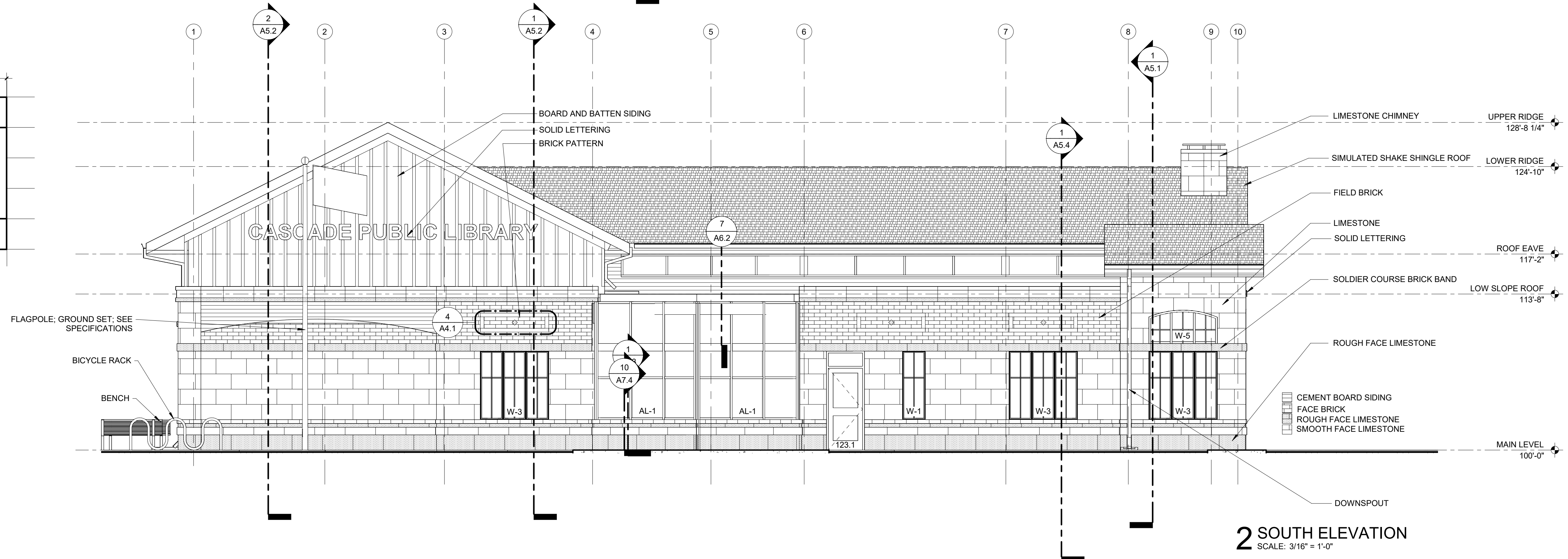
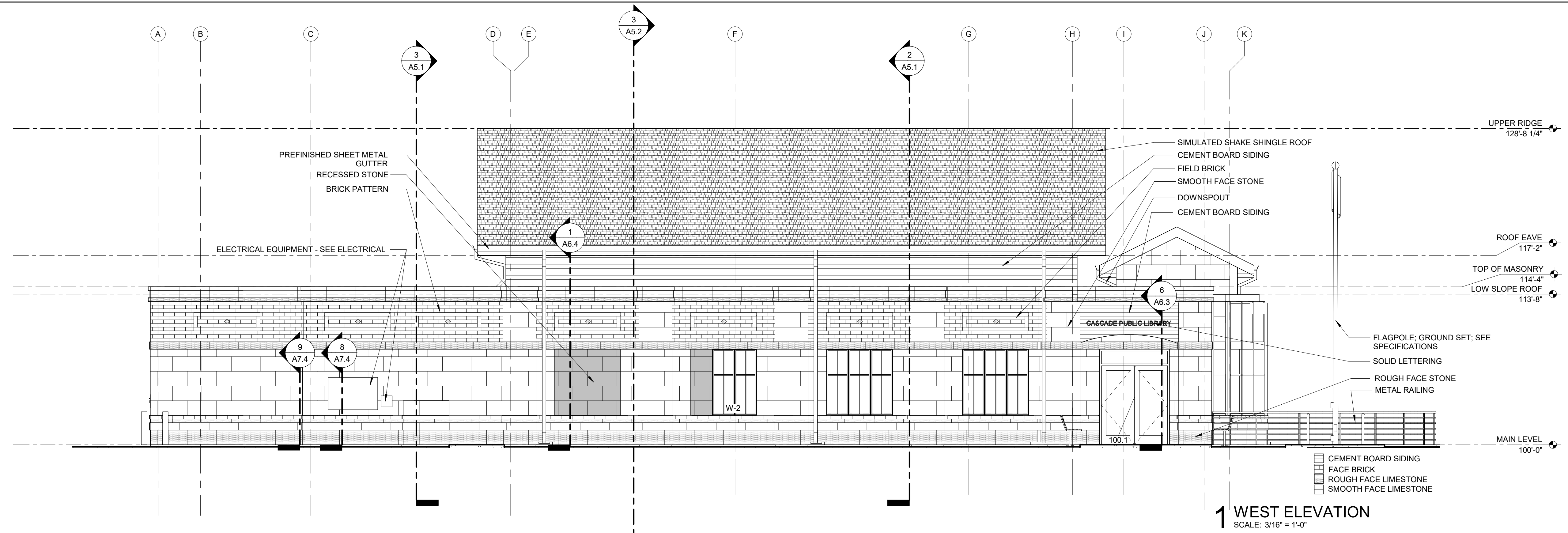
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4 BRICK PATTERN
SCALE: 1 1/2" = 1'-0"



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 ENGINEERING, INC.

DELTA 3

IN ASSOCIATION WITH

SHEET TITLE: **EXTERIOR ELEVATIONS**

PROJECT TITLE: **CITY OF CASCADE CASCADE PUBLIC LIBRARY**

SECOND AVENUE SW.
 CASCADE, IOWA

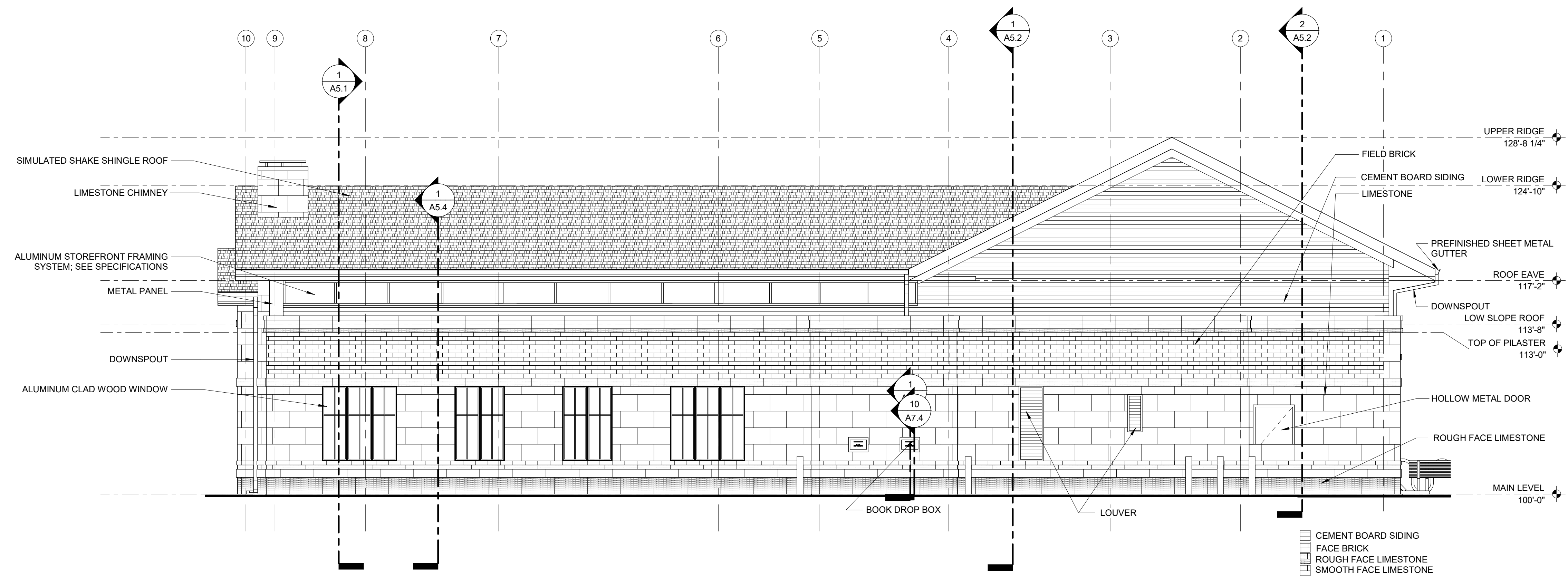
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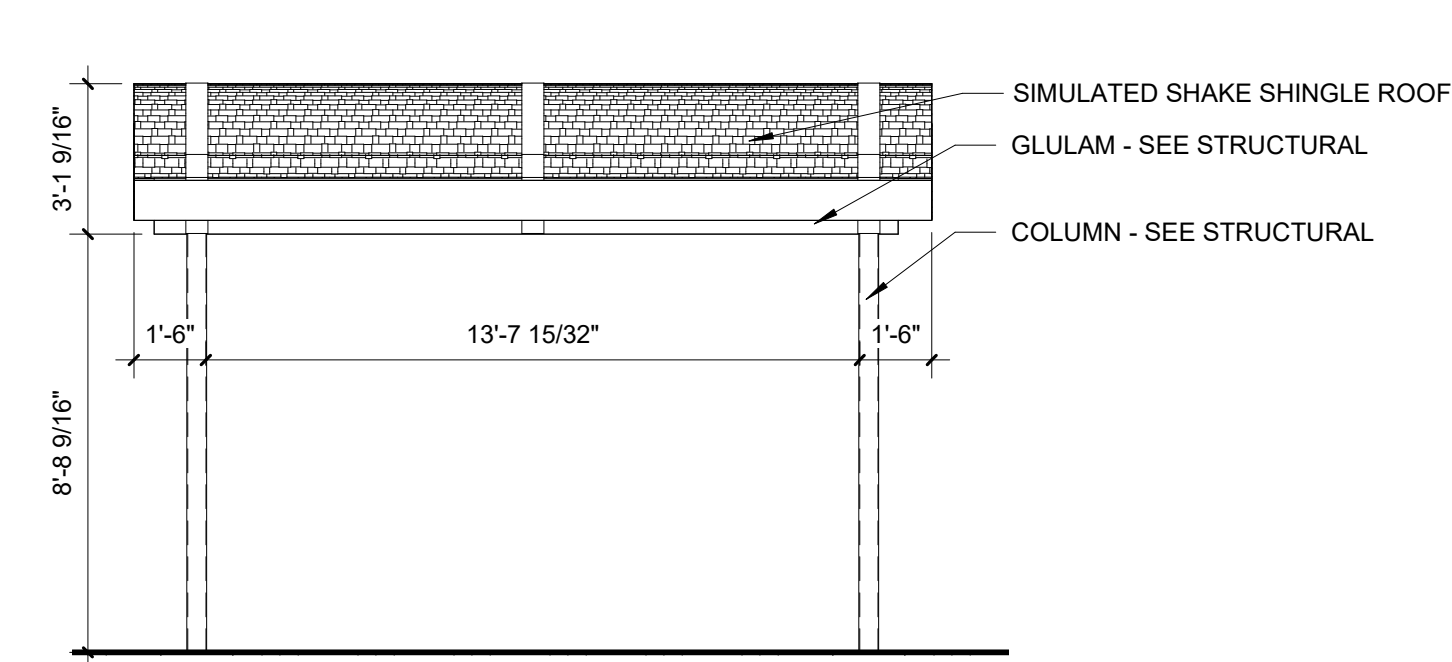
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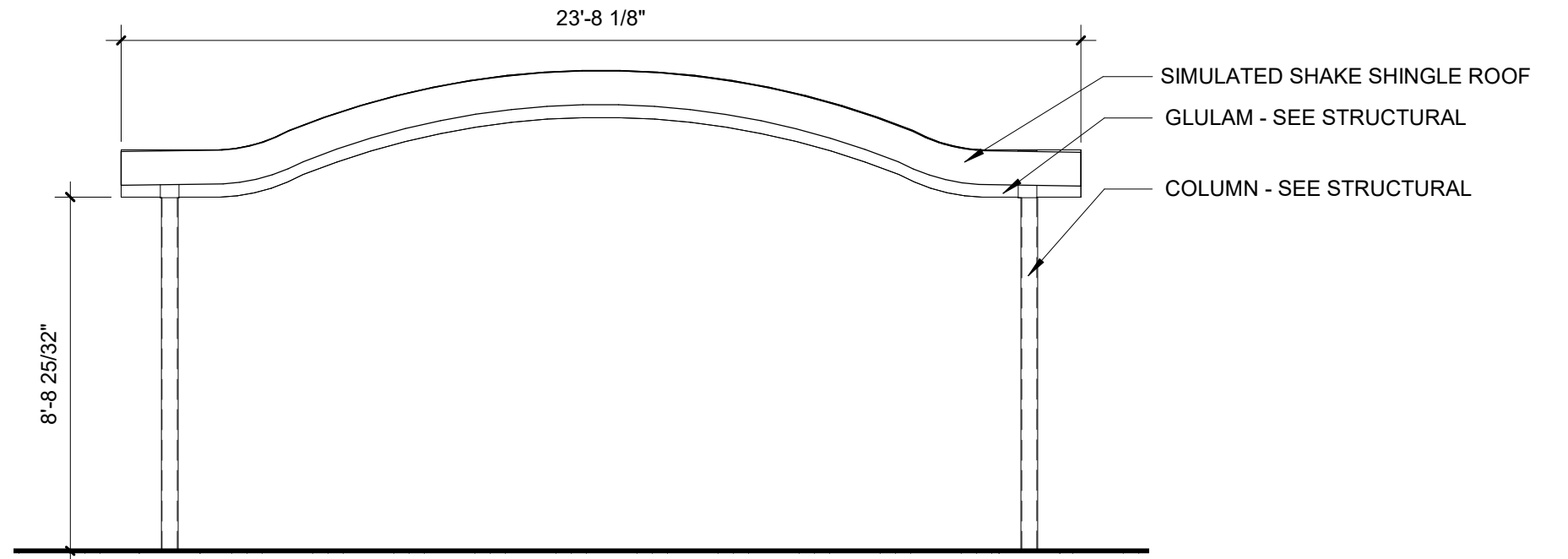
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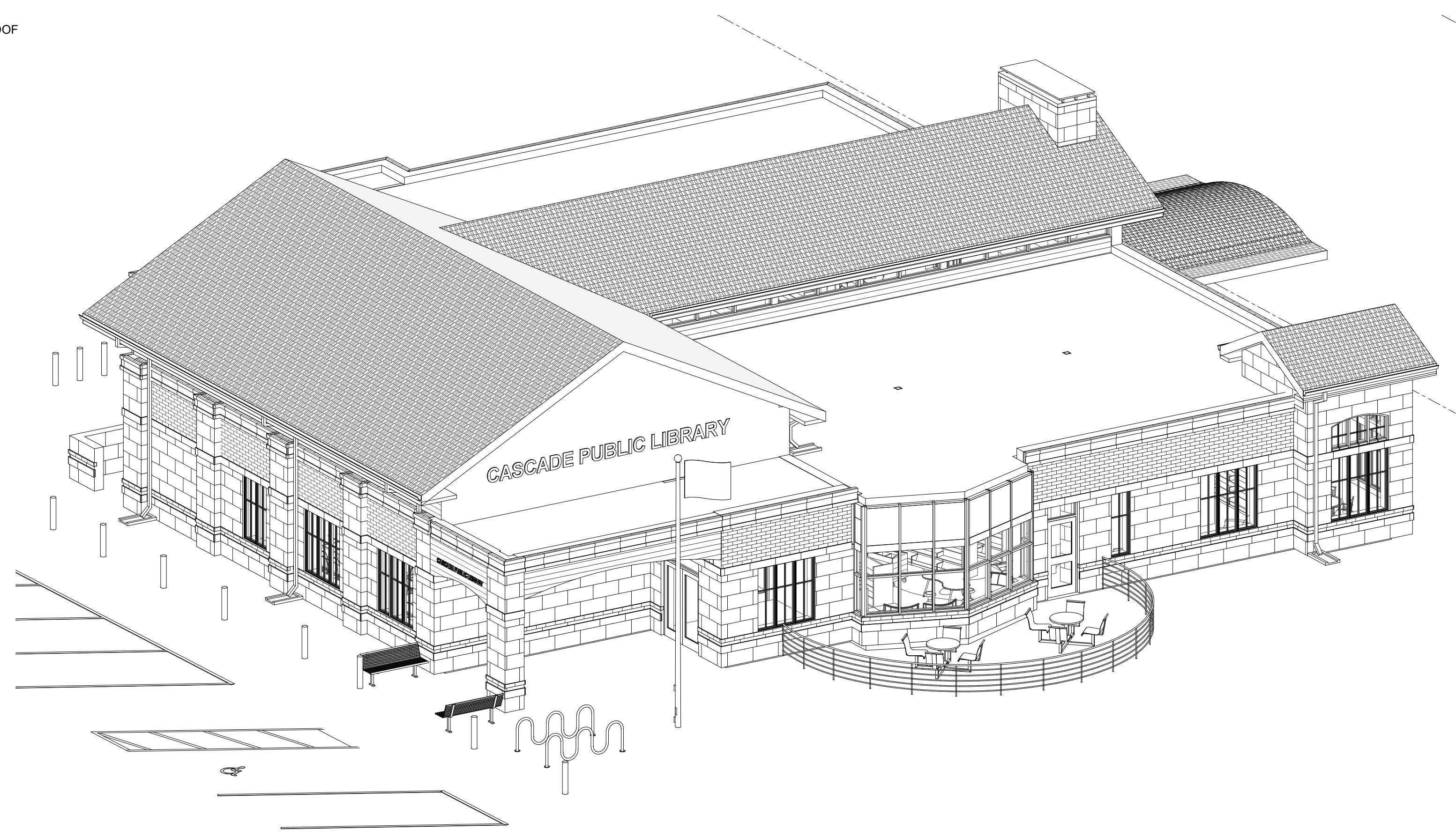
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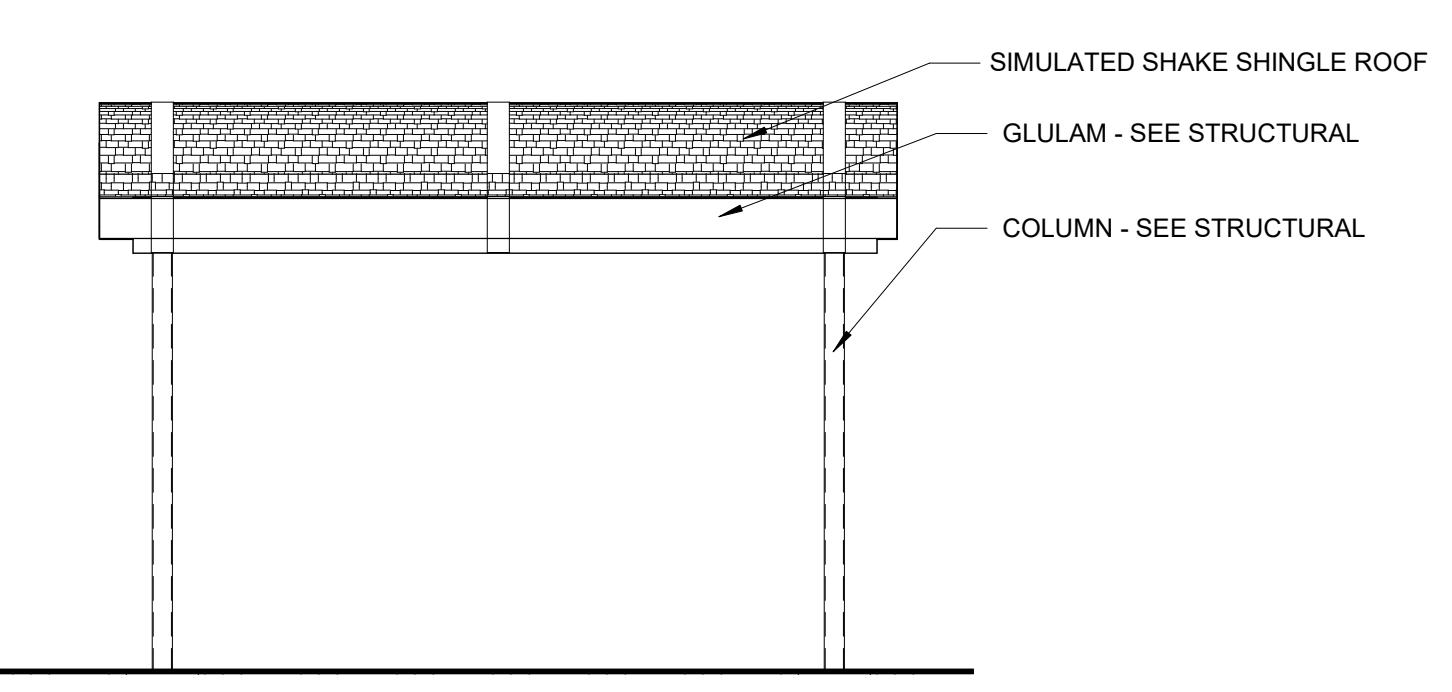
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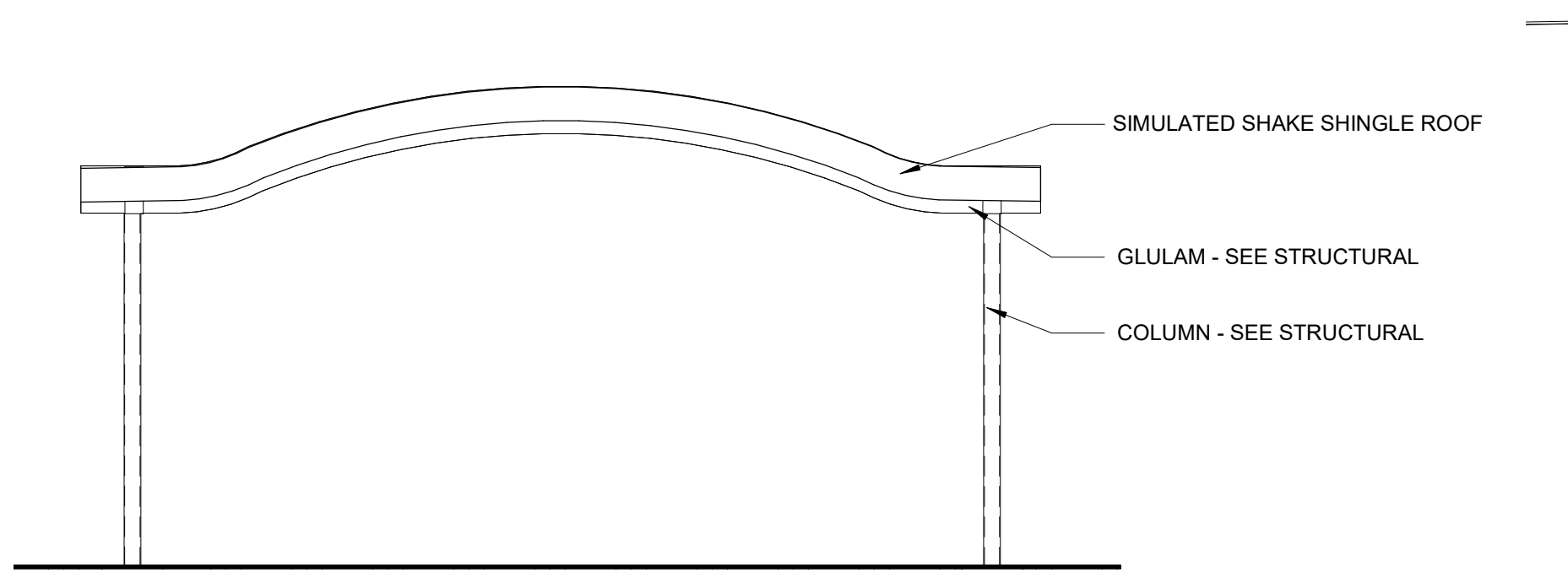
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2 3D VIEW - SOUTH WEST
SCALE:

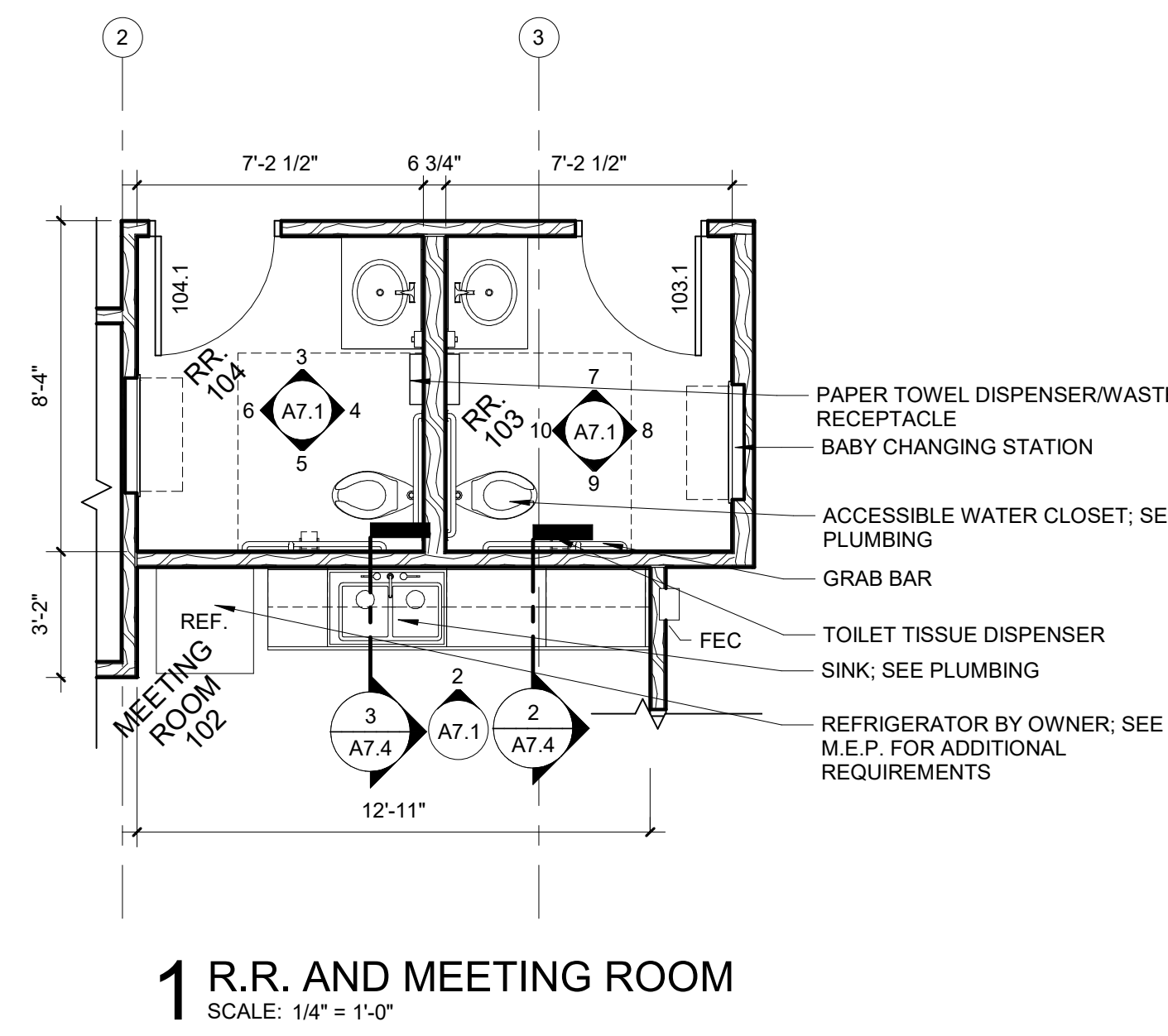


3 SHADE STRUCTURE - SOUTH
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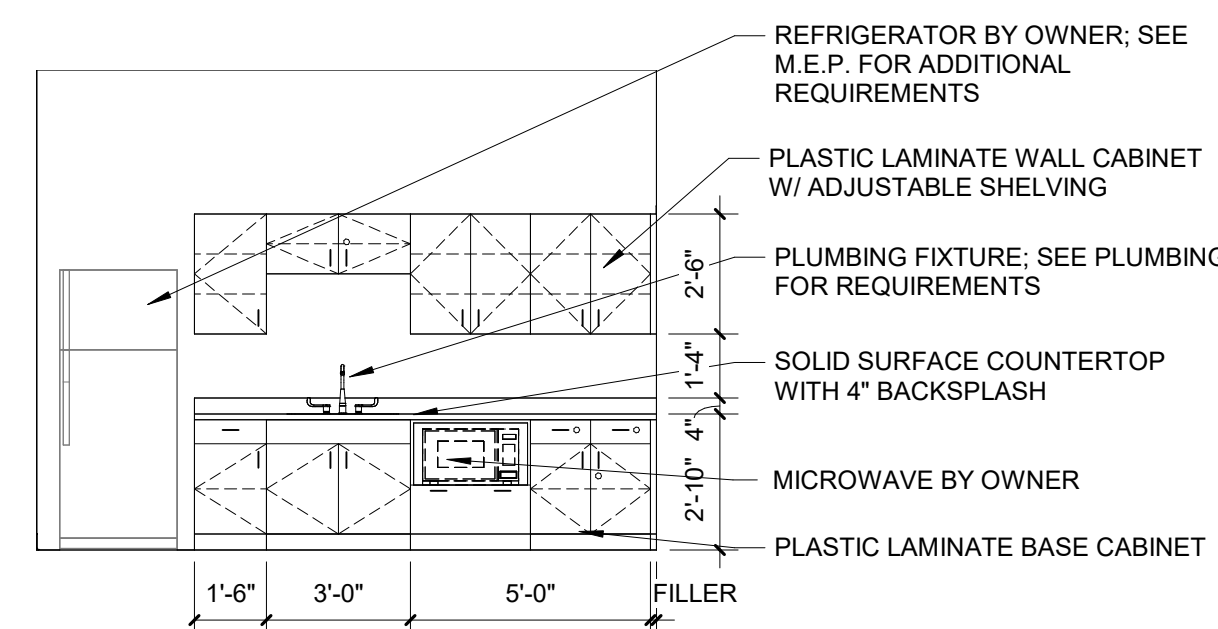


6 SHADE STRUCTURE - WEST
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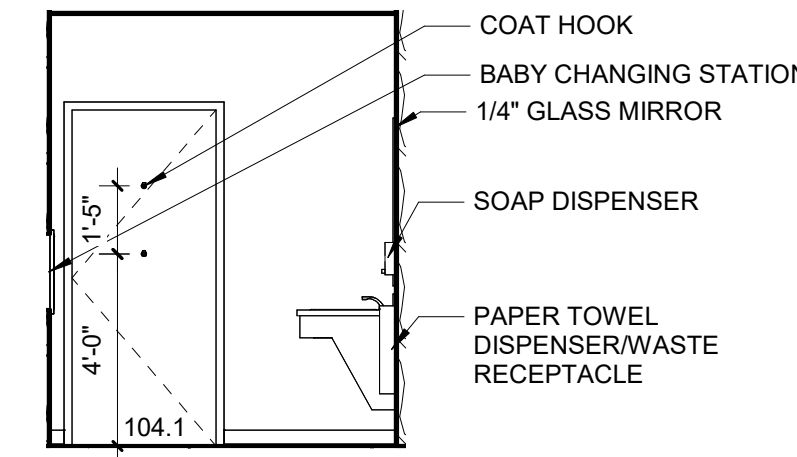
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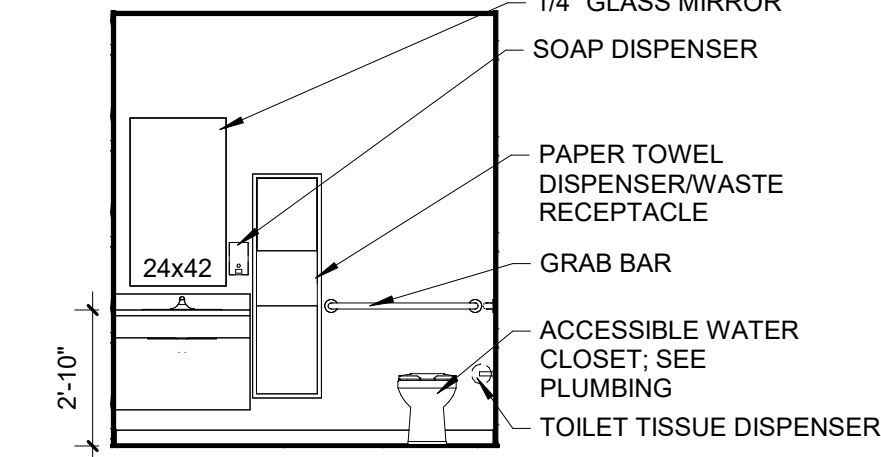
1 R.R. AND MEETING ROOM
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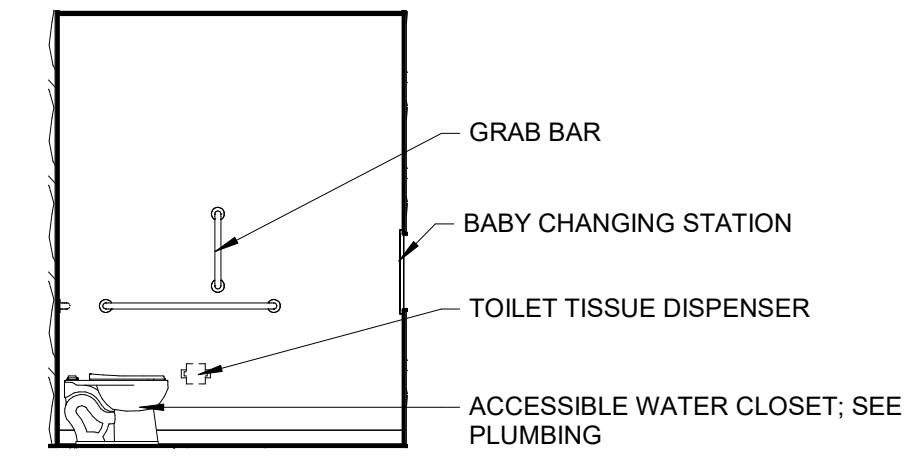
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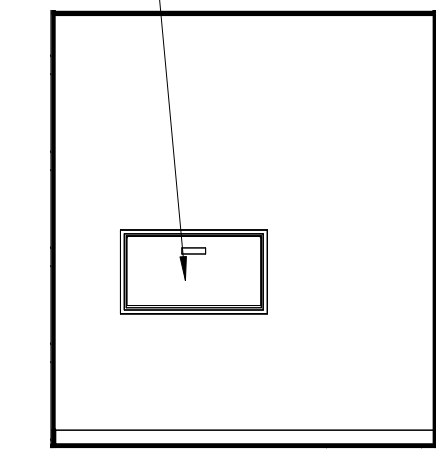
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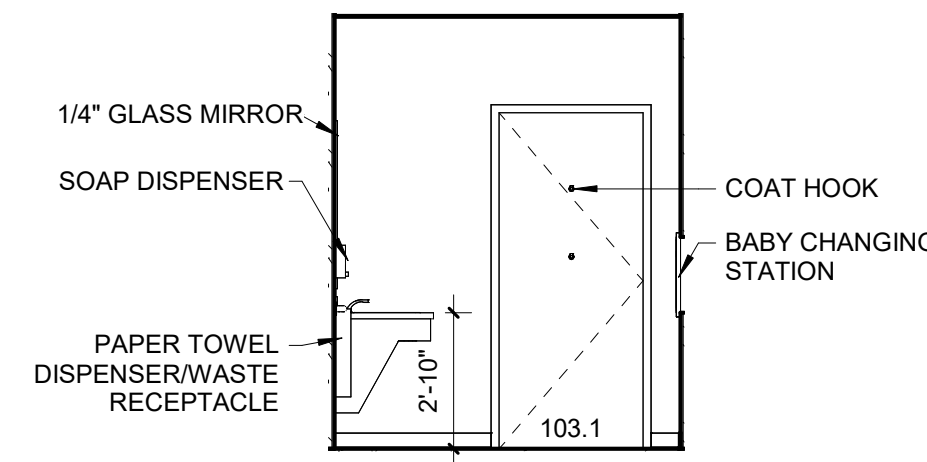
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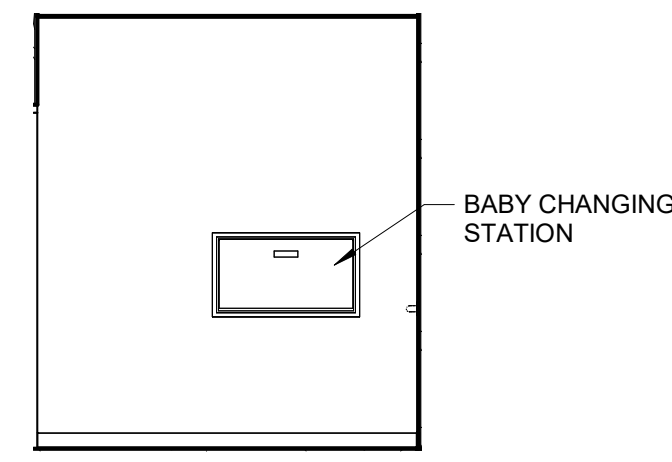
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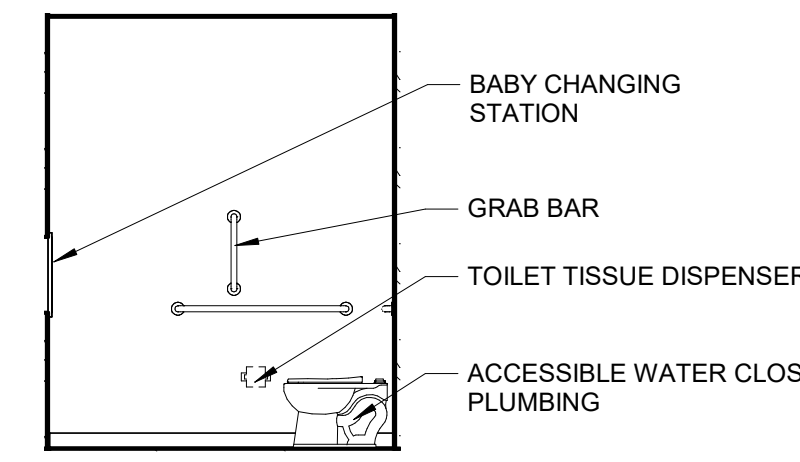
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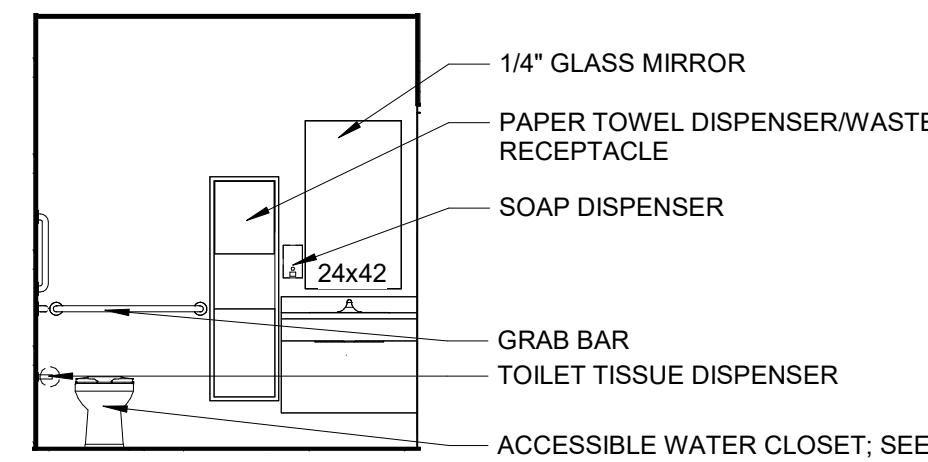
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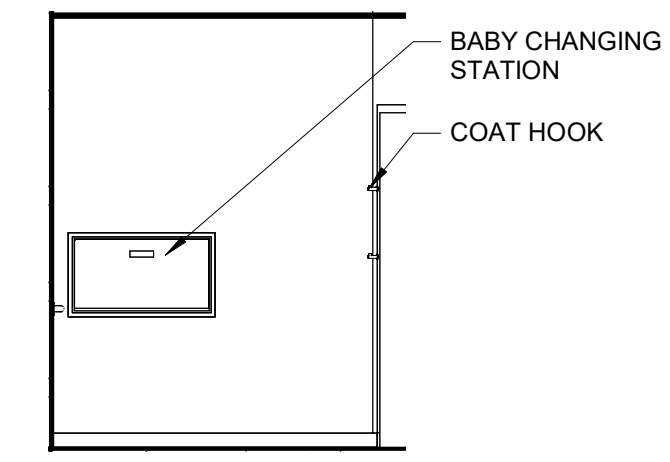
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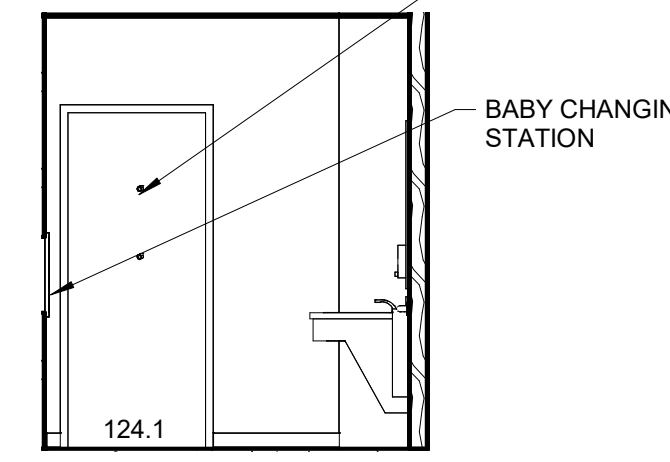
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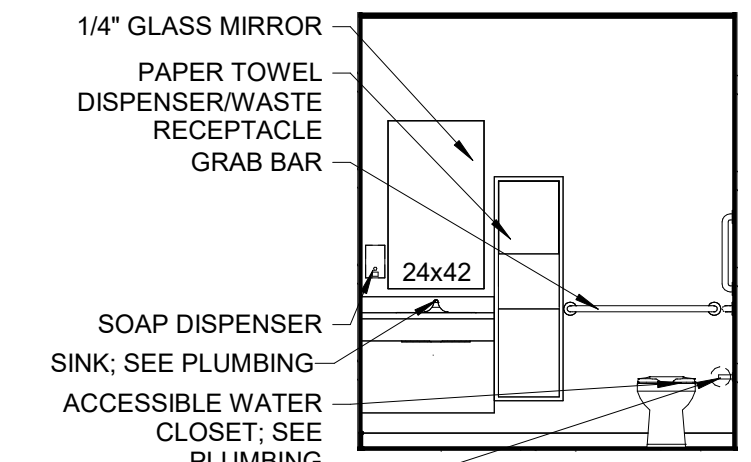
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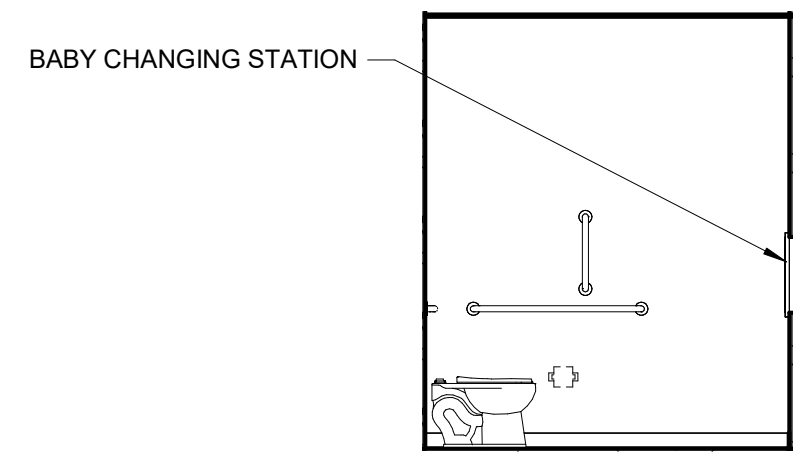
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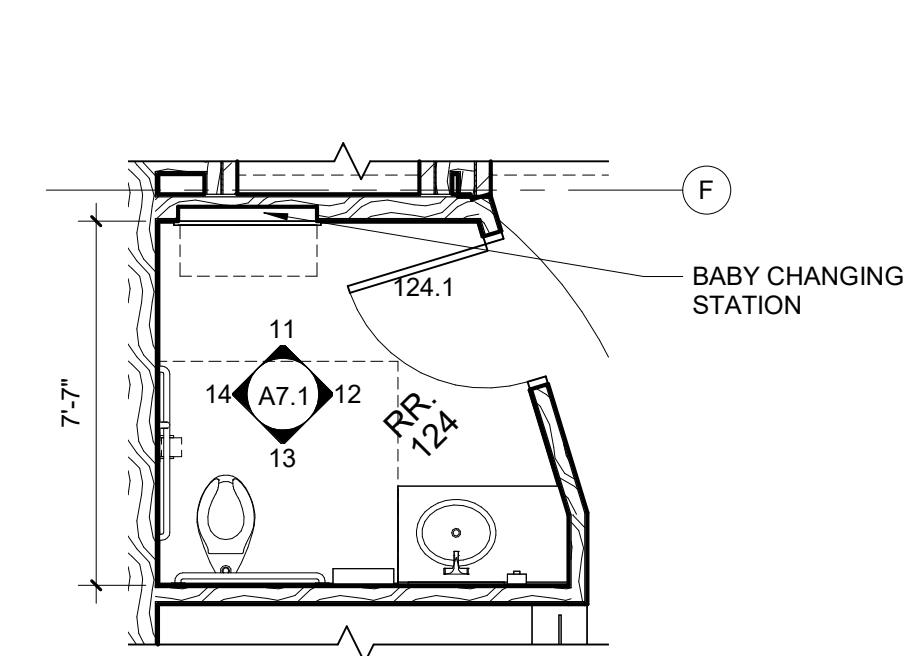
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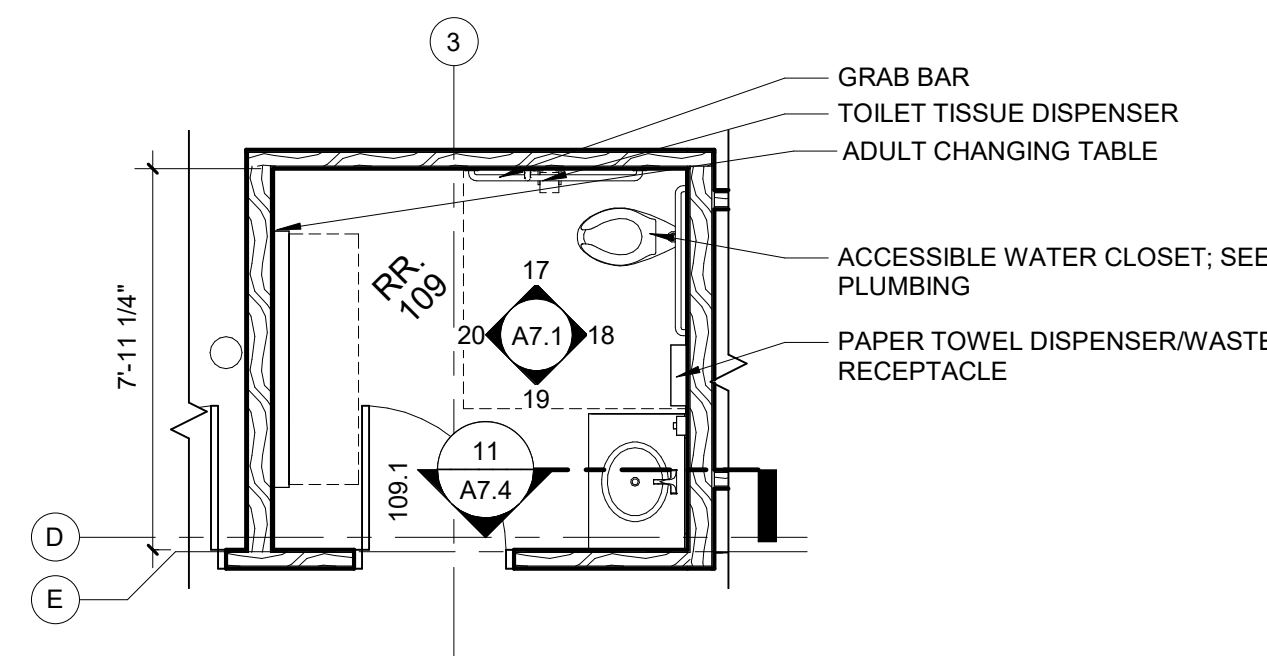
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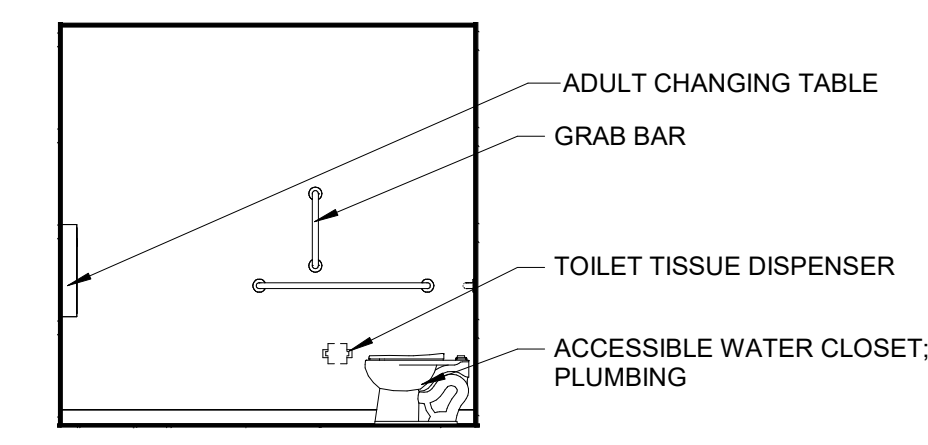
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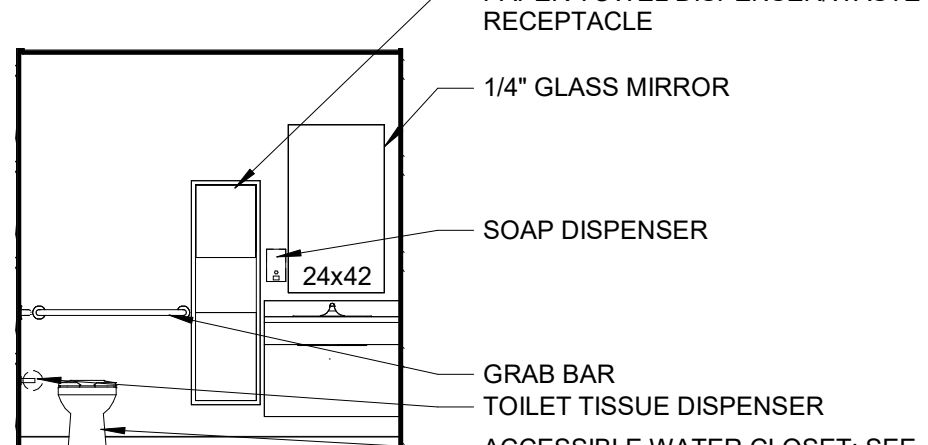
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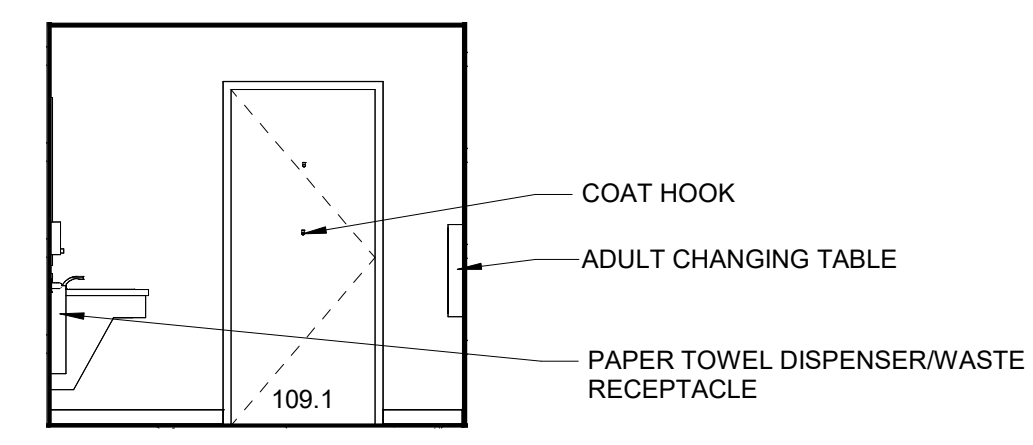
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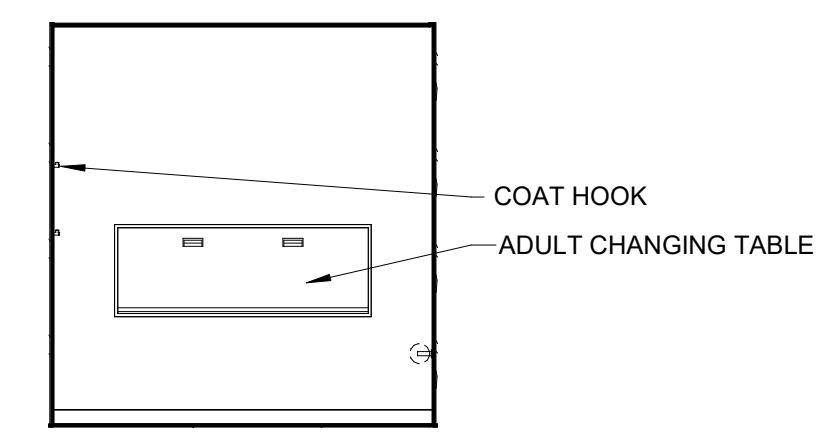
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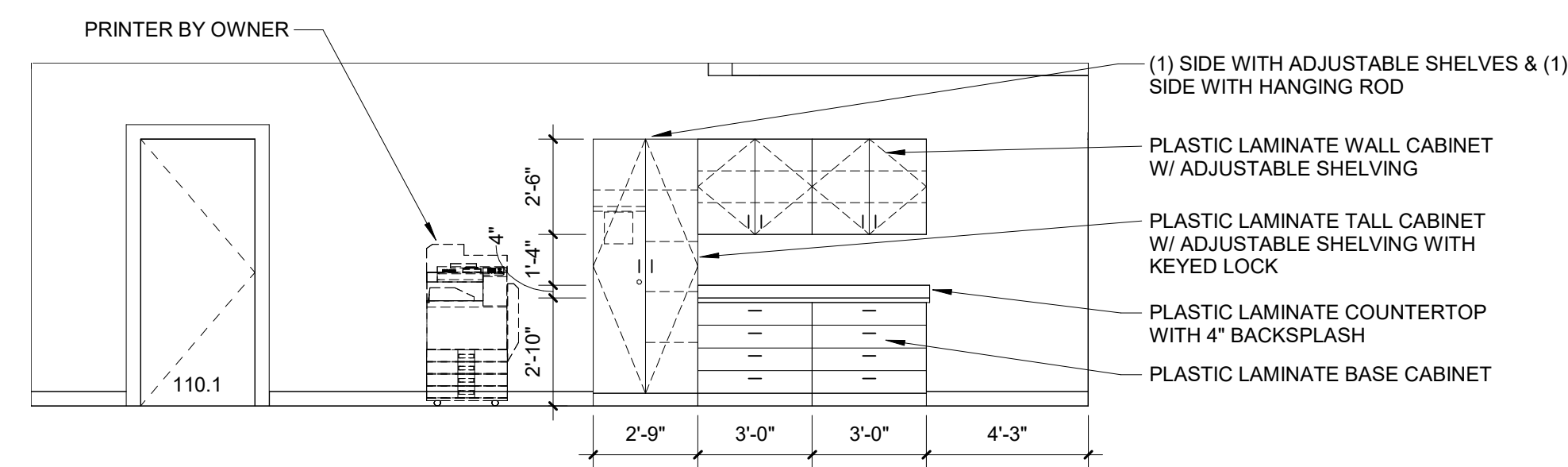
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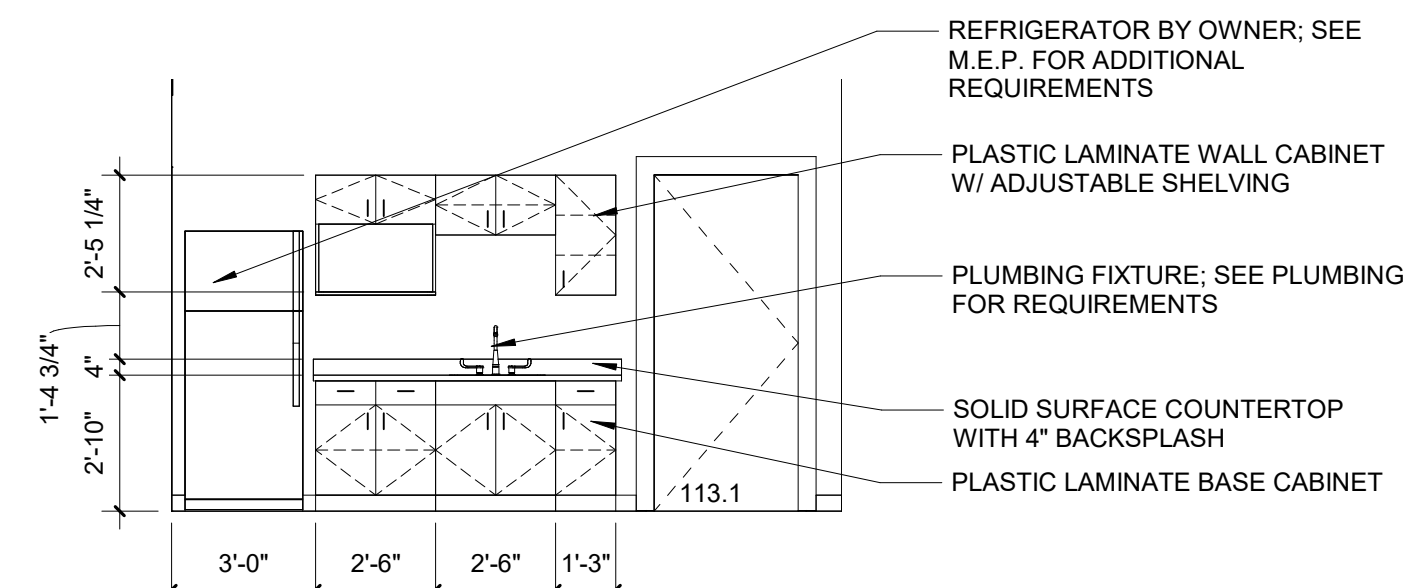
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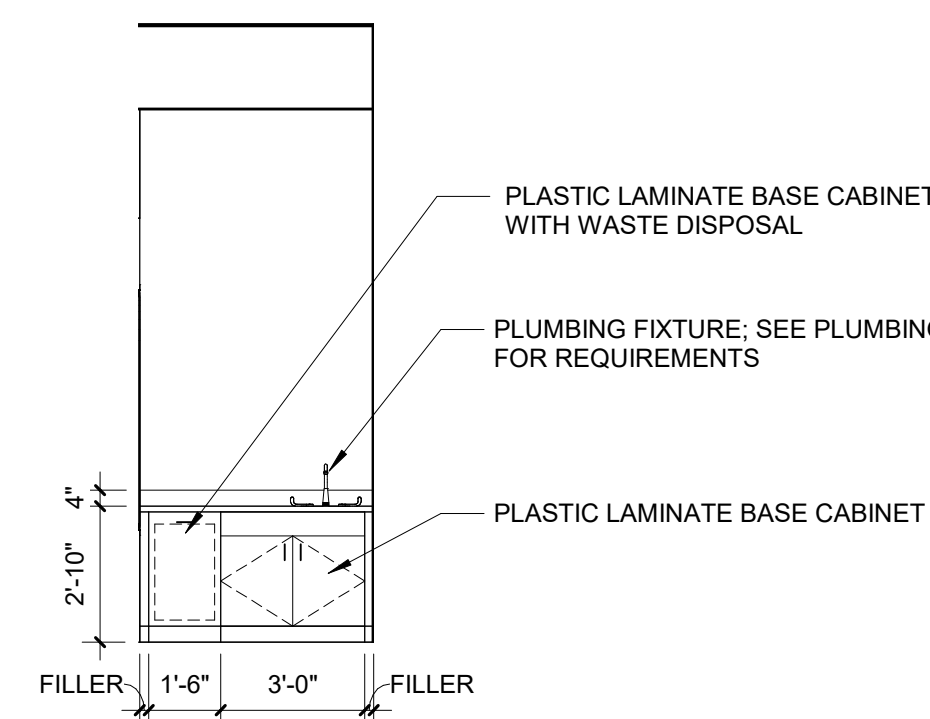
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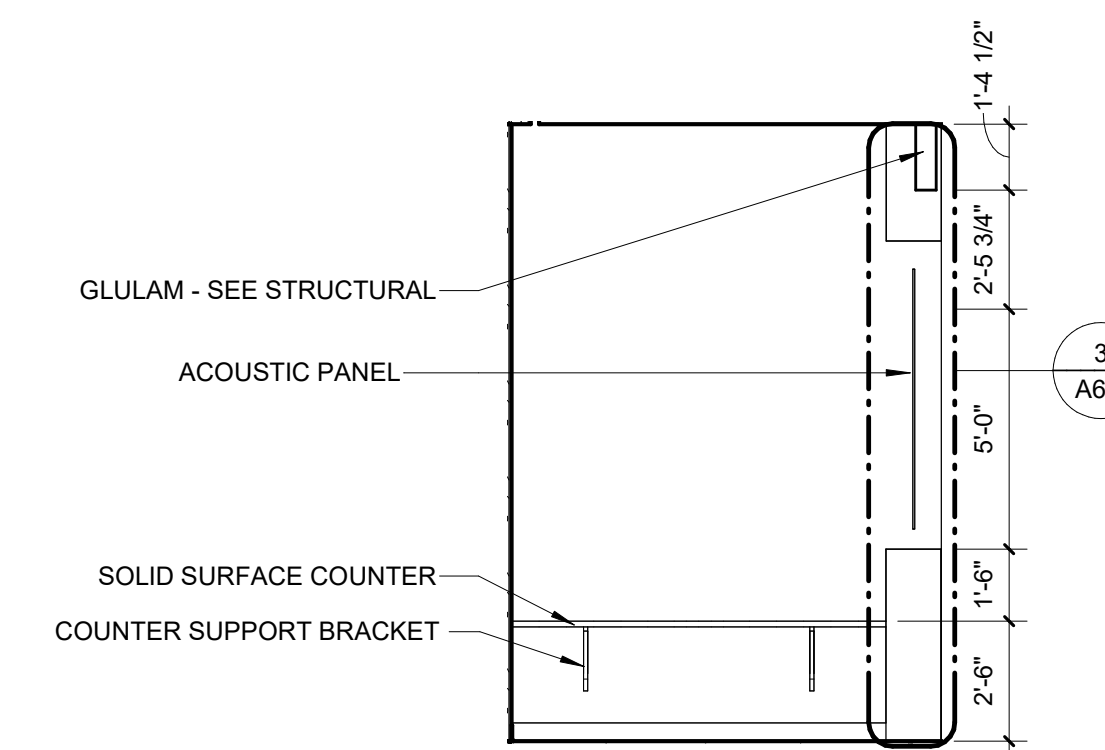
21 STAFF WORKROOM WEST
SCALE: 1/4" = 1'-0"



22 STAFF WORKROOM EAST
SCALE: 1/4" = 1'-0"



23 COFFEE BAR
SCALE: 1/4" = 1'-0"



24 CHILDREN'S COMPUTER DESK
SCALE: 1/4" = 1'-0"

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INTERIOR ELEVATIONS

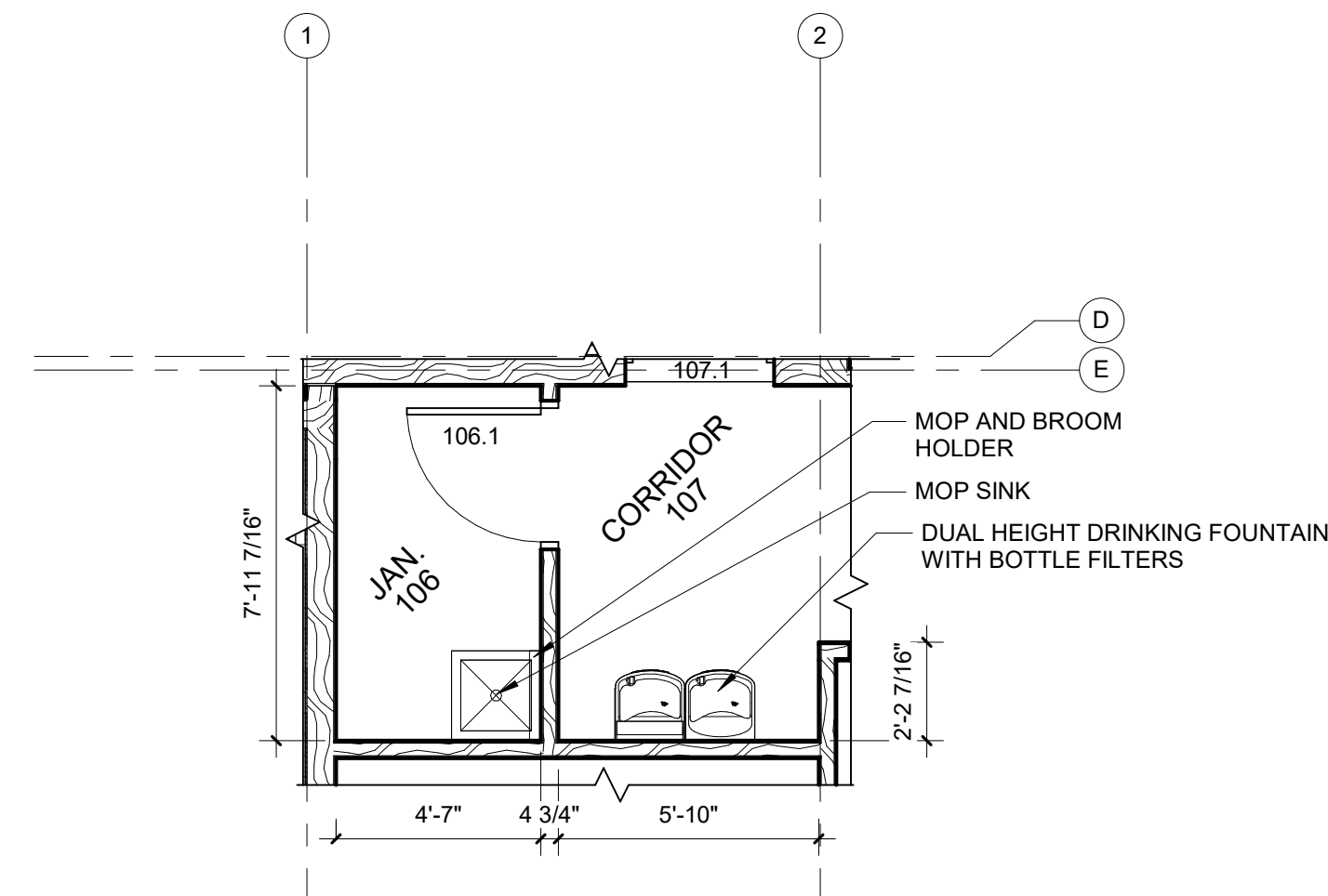
CITY OF CASCADE
CASCADE PUBLIC LIBRARY
SECOND AVENUE SW.
CASCADE, IOWA

PROJECT NUMBER
2021310
SHEET
A7.1

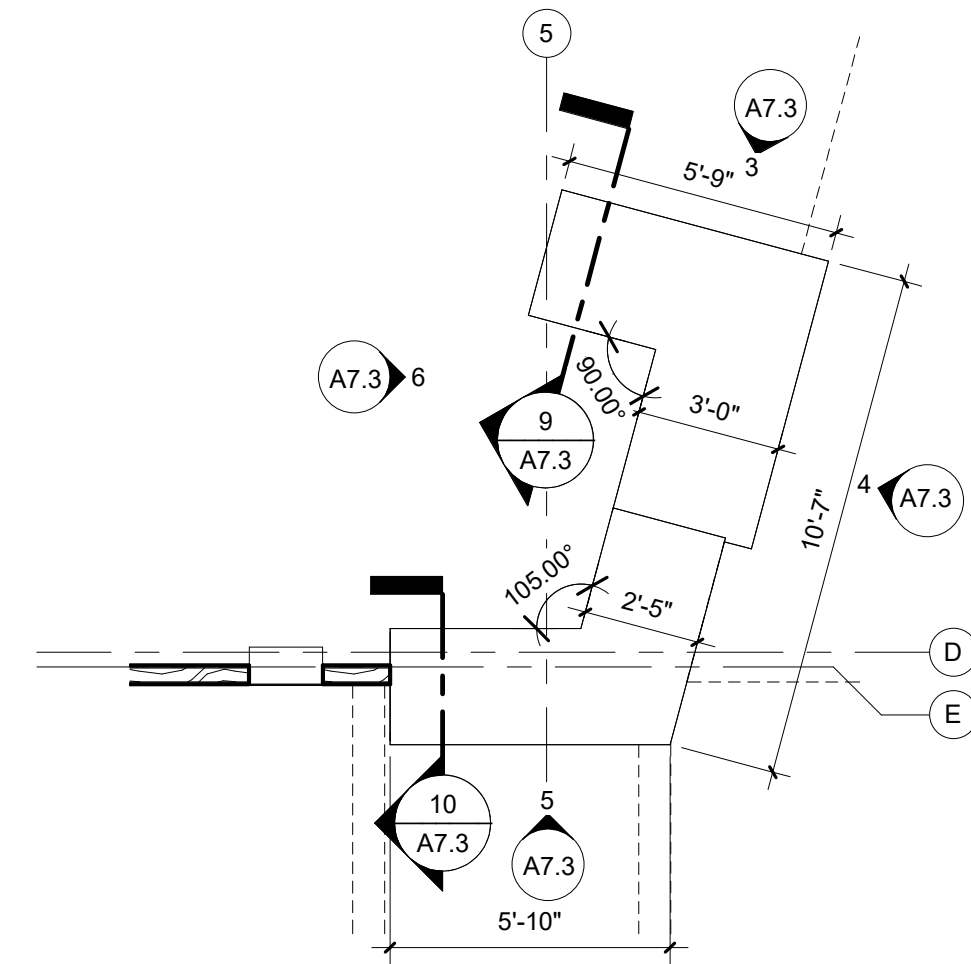
DATE ISSUED 23 JUNE 2023
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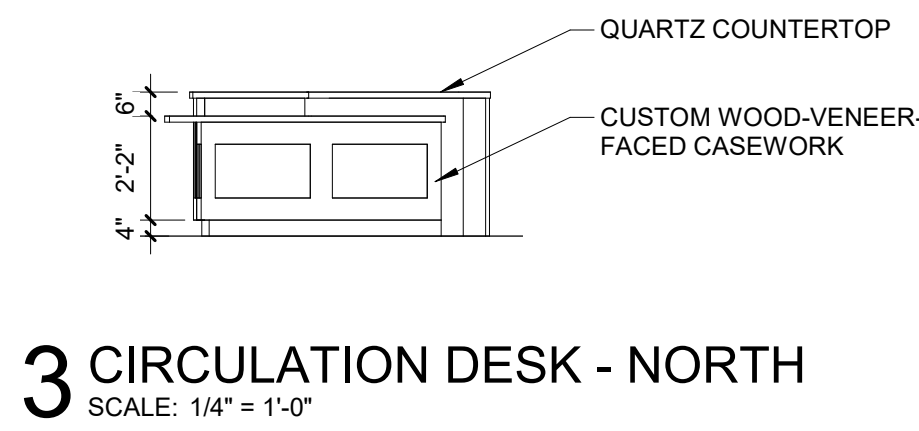
C:\Users\mhchang\Documents\2021\310 Cascade Library R22_Centru..._michael@fehdesign.com



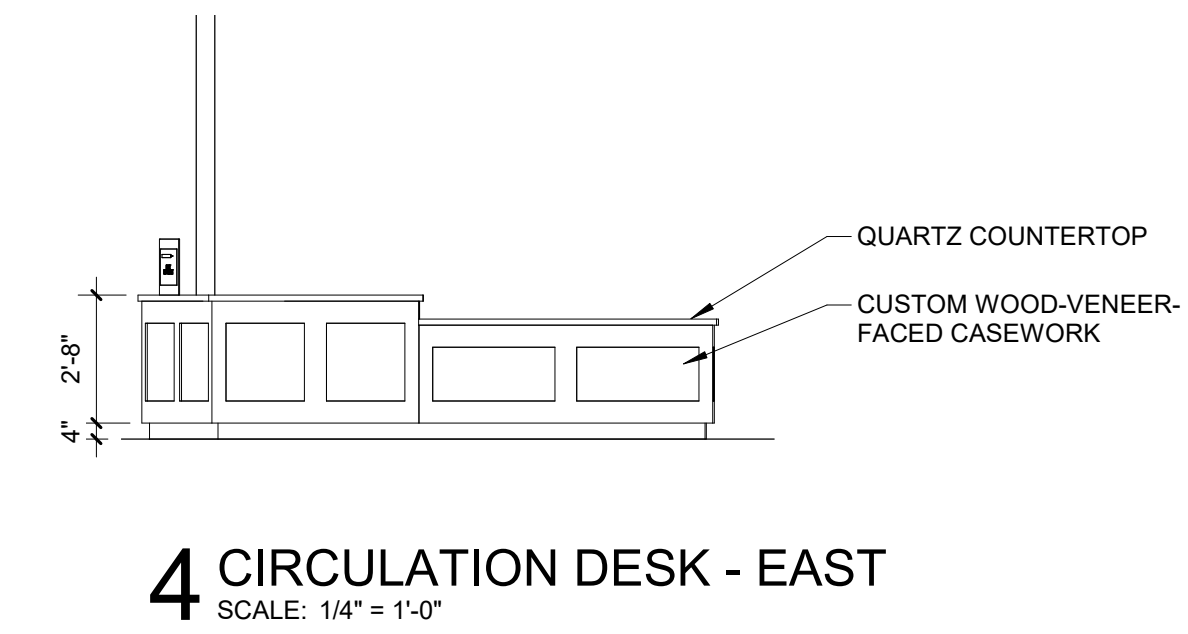
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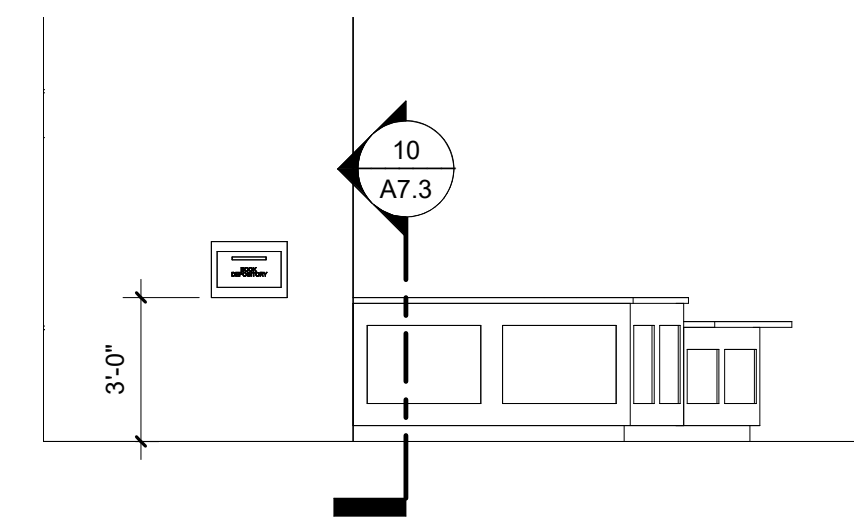
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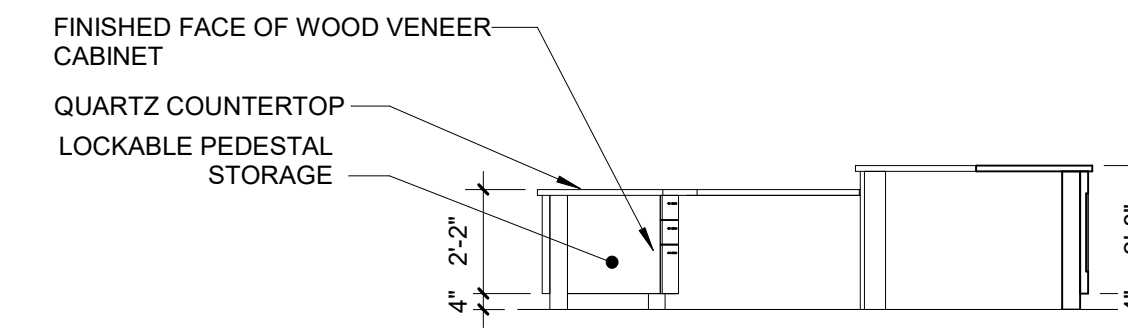
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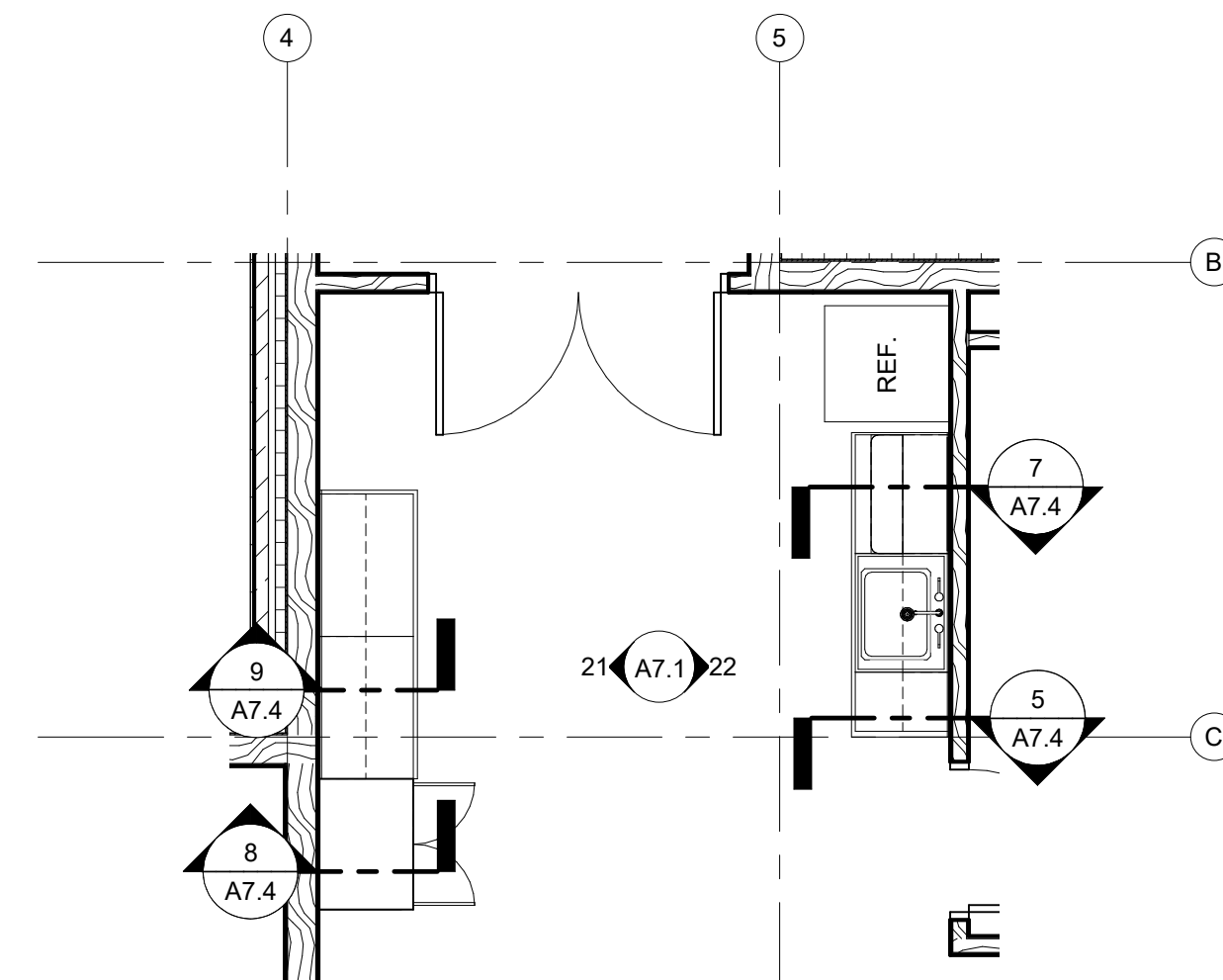
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SCALE: 1/4" = 1'-0"



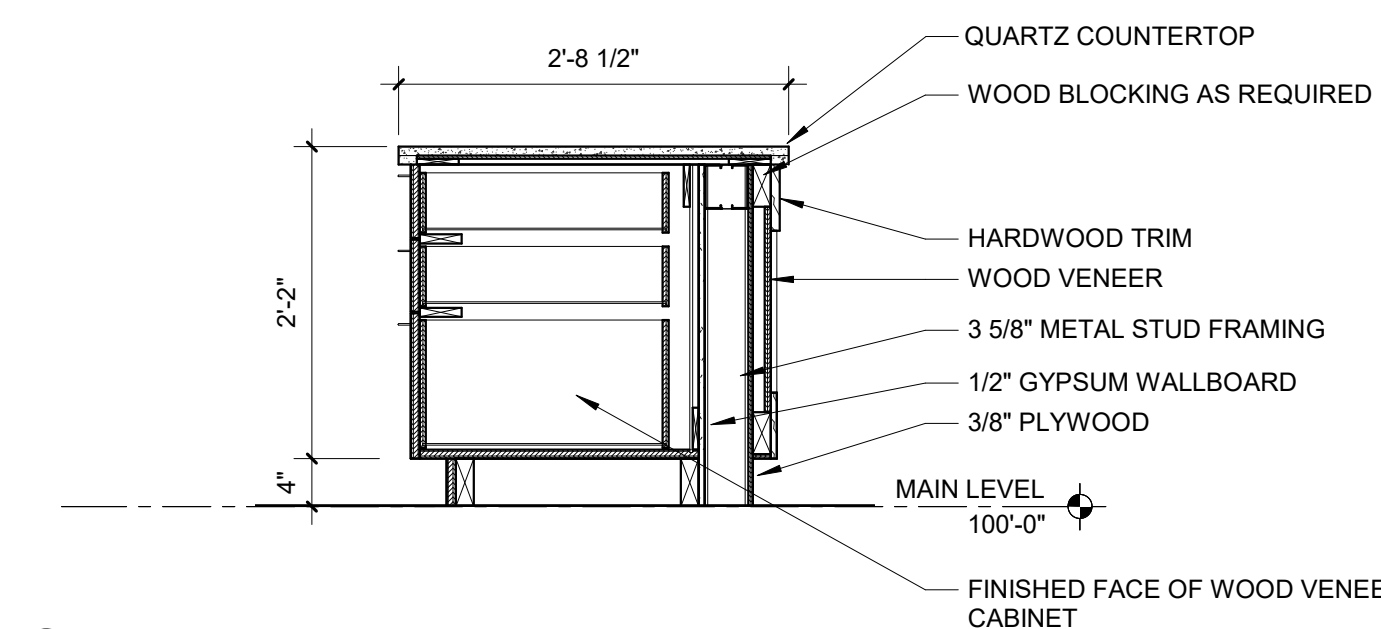
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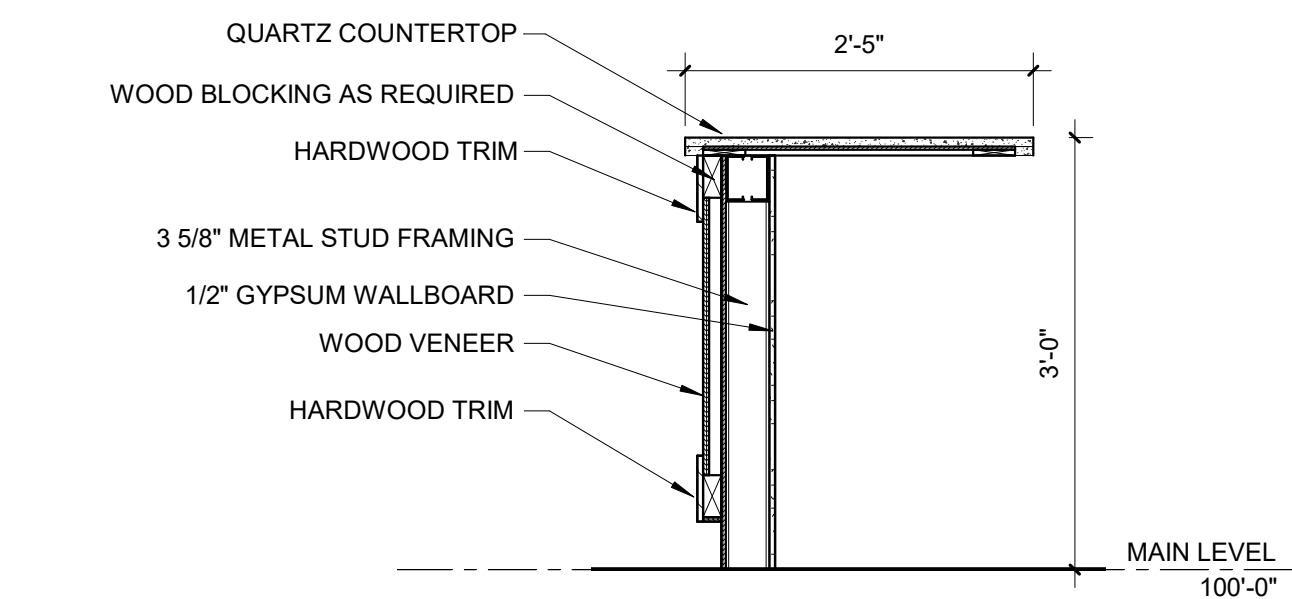
6 CIRCULATION DESK - WEST
SCALE: 1/4" = 1'-0"



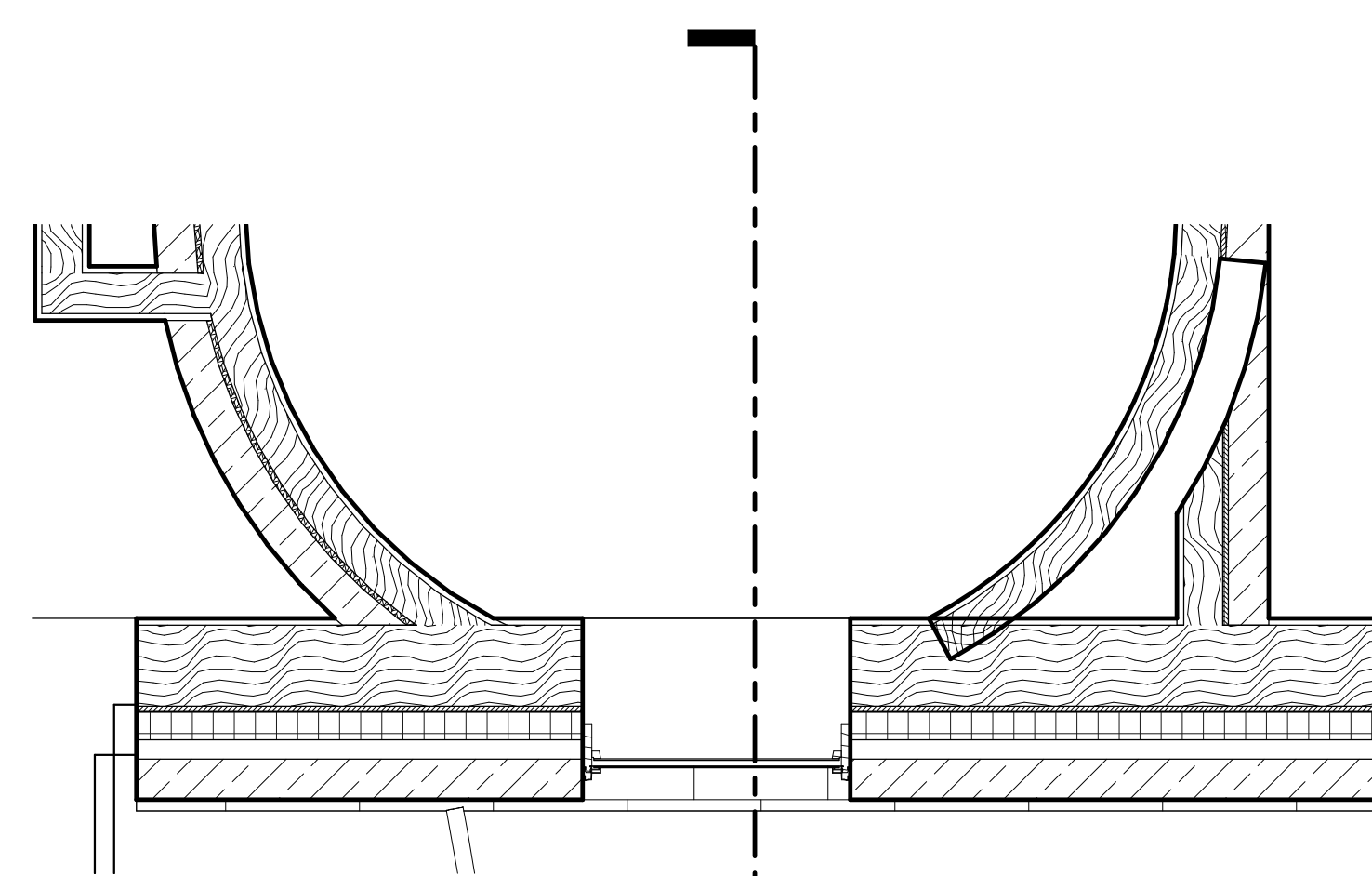
8 STAFF WORKROOM PLAN
SCALE: 1/4" = 1'-0"



9 CIRC DESK LOW SECTION
SCALE: 3/4" = 1'-0"

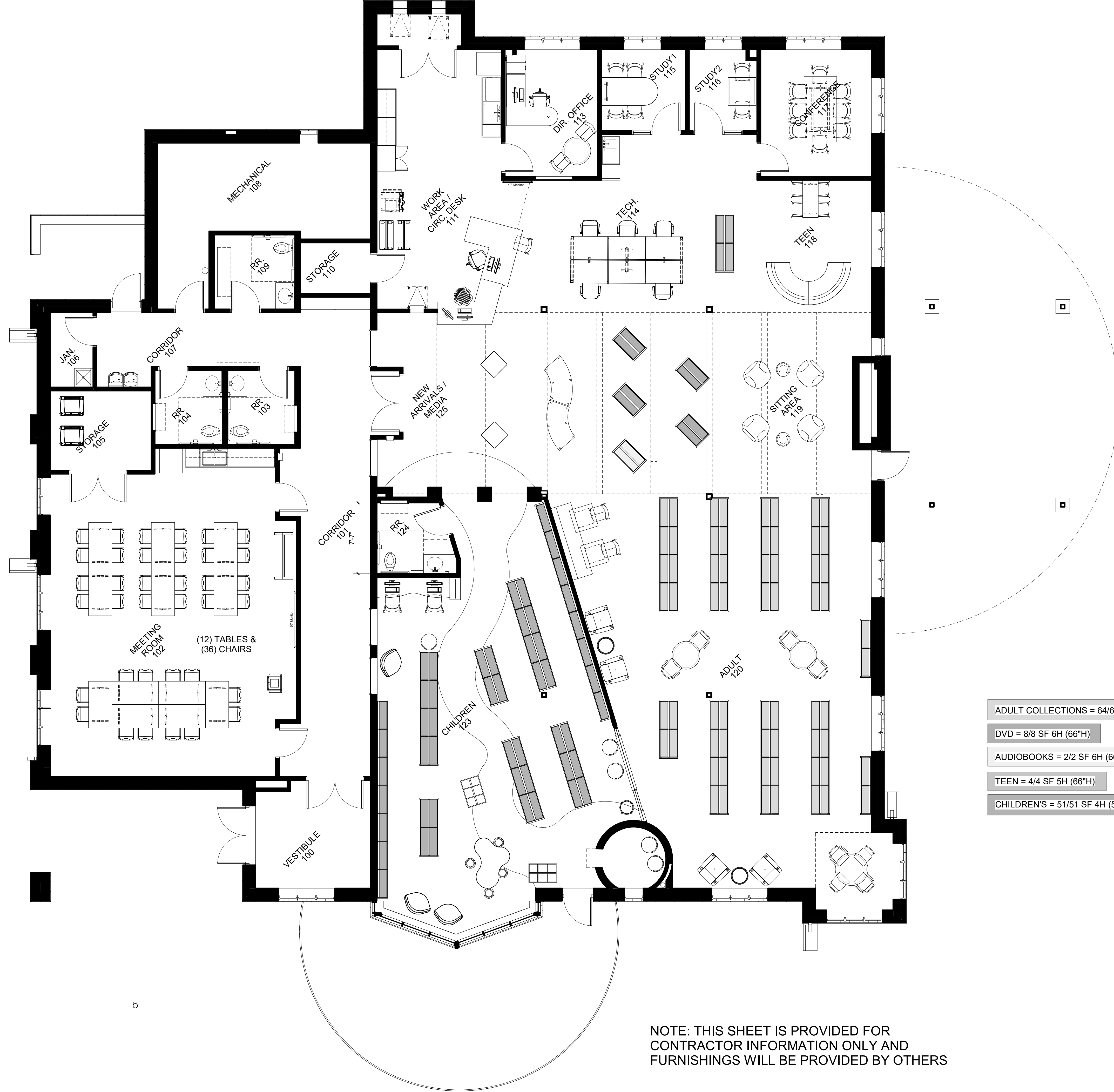


10 CIRC DESK HIGH SECTION
SCALE: 3/4" = 1'-0"



11 SILO CONNECTION TO SOUTH WALL
SCALE: 3/4" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION



NOTE: THIS SHEET IS PROVIDED FOR CONTRACTOR INFORMATION ONLY AND FURNISHINGS WILL BE PROVIDED BY OTHERS

1 MAIN FLOOR FURNITURE PLAN
SCALE: 3/16" = 1'-0"

- ADULT COLLECTIONS = 64/64 SF 5H (66"H)
- DVD = 8/8 SF 6H (66"H)
- AUDIOBOOKS = 2/2 SF 6H (66"H)
- TEEN = 4/4 SF 5H (66"H)
- CHILDRENS = 51/51 SF 4H (54"H)

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT TITLE: CITY OF CASCADE
CASCADE PUBLIC LIBRARY
 SECOND AVENUE SW.
 CASCADE, IOWA

DATE ISSUED: 23 JUNE 2023

REV. NO. DATE

PROJECT NUMBER
 2021310

SHEET
A10.1

IN ASSOCIATION WITH
JDR **QUESTING Associates, Inc.**
 ENGINEERING, INC. **DELTA 3**

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