



# BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, December 20, 2007 | 8 A.M.

Activities Room | Novi Civic Center | 45175 W. Ten Mile Road

Meeting was called to order at 8:05 a.m.

**Members Present:** Larry Czekaj, Julie Farkas, Rob Hayes, Clay Pearson (arrived 8:08 a.m.), Steve Rumble, Mark Sturing

**Members Absent:** Kathy Smith-Roy

**Others Present:** Melissa Place

## APPROVAL OF AGENDA

**Motion by Sturing, seconded by Rumble; CARRIED UNANIMOUSLY:** To approve the agenda with the following additions: a) Request from the Library Board to the Building Authority for a schedule and intended cost estimates b) Time change request for January 10 meeting c) Add Public comments. (Pearson absent)

## APPROVAL OF MINUTES

**Motion by Sturing, seconded by Farkas; CARRIED UNANIMOUSLY:** To approve the December 13, 2007 minutes as presented.

## PURPOSE OF THE MEETING

### 1. Review Evaluation Matrix, including criteria weighing to evaluate schematic options

Ms. Farkas began the discussion by explaining the criteria grid provided the top nine areas to calculate the importance of items to be considered with the library project. Mr. Hayes expressed that lower operations and maintenance costs should be ranked higher than 17. Mr. Rumble mentioned the close parking reference should be ranked higher. Mr. Sturing commented maybe close parking and adjacency/accessibility should be switched with good Ten Mile presence. Mr. Czekaj commented while we can weigh all of these items, they still are going to BEI/Diamond and Schmitt for their direction. Ms. Farkas said this guide is just a way to give clear direction to move forward. Mr. Pearson interjected the grid is a tool for the kind of level of detail needed to review the schematics. Simply, this is the criteria for schematics. Mr. Czekaj said this gives us the capability to do a good job in analysis of the schematics. We need to build the library for the present. Most likely, a bond approved by the residents will be needed for expansion in the future. Ms. Farkas commented the high school would like more compatibility. Mr. Pearson said the changes discussed today will be put into the criteria, and will be distributed at the January 10, 2008 meeting. This is for schematics only. This will change and is only for this stage of development. Mr. Czekaj said we cannot build and set plans based on the Town Hall. Mr. Kittides agrees. He also requested a copy of the criteria changes be forwarded to him prior to the January 10 meeting. Ms. Farkas confirmed the criteria is only a guideline and will send to Mr. Czekaj to review and then forward to Mr. Kittides.

## **2. Review Project schedule benchmarks with BEI**

Mr. Kittides commented the master schedule distributed at the last meeting was used to produce the proposed project schedule summary of key dates and deliverables. There were a number of changes to the proposed project schedule after extensive discussion. The outcome is for Mr. Rumble and Mr. Kittides to review the schedule and together to concur on a time frame.

## **3. Review RFP for Technology Consultant**

It came to Ms. Farkas's attention that it will take an additional \$10,000 to research and develop a RFP for Technology Consultant. Does the Building Authority want to approve this expenditure or ask Library staff to development one? Mr. Sturing said this is a big number. Mr. Pearson said Ms. Farkas can develop one with some assistance. Mr. Sturing said he has a tough time to spend an additional \$10,000 for an hourly subject. Mr. Pearson commented with some monetary assistance can the Library staff develop. Ms. Farkas said yes as long as she has help to review that all elements necessary are included. Mr. Kittides said their proposals includes research, listing what the contractor is going to do, what they offer, BEI will edit, finalize, type, qualify, provide list of proposals, and final selection. It is very important to capture what is needed. Mr. Sturing asked if BEI was willing to give Ms. Farkas some firm names to pursue. Mr. Kittides said yes.

**Motion by Pearson, seconded by Rumble; CARRIED UNANIMOUSLY: To approve Novi Library Director and staff to develop and formalize an RFP for Technology Consultant with BEI assistance in the not-to-exceed amount of \$5,000. (Czekaj absent)**

### **a) Request from the Library Board to the Building Authority for a schedule and intended cost estimates**

Mr. Sturing said the Library Board has asked the Building Authority for a preliminary expenditure report on how much does the Building Authority body need before reimbursement. Mr. Pearson said there is no money available until July. Mr. Sturing confirmed the Library will receive reimbursement when the bonds are sold. Mr. Pearson said that is correct.

**Motion by Pearson, seconded by Sturing; CARRIEND UNANIMOUSLY: To approve the reimbursement of \$750,000 to the Novi Public Library in July 2008. (Czekaj absent)**

## **Discussion**

### **b) Public Comment**

Mr. Jim McLean commented he heard at the last meeting that a two story building would save 10% in costs. He liked the idea of a smaller footprint. When visiting the West Bloomfield Library the parking lot was full and it is larger than what we have been shown for the Novi project. He would like the Building Authority to explore the possibility of a basement.

Mr. Bob Cutler mentioned a 5,000 or 6,000 square foot basement for mechanical would be nice and maybe the 10% cost savings of building a two story building could be used to finance a partial basement. Mr. Kittides commented a basement is very expensive and a small basement does not make sense with the library project.

Ms. Kathy Mutch, representing the Historical Commission, commented that the plans are not impacting the Old Town Hall. Mr. Sturing said that is not what was said but it also is not driving the

project. Ms. Mutch asked what is the Historical Commission's role, if any, in this process. They have never been approached. The Commission is currently working on their budget and they need direction on how the Library project will impact the Commission since some of their programs are offered at the Old Town Hall site, etc. In addition, the Commission appreciates the sensitivity to the Old Town Hall. Mr. Sturing said we need to be sensitive since the Library granted a lease for the building. Also, the Building Authority is not changing the responsibilities of the Historical Commission.

**4. Next meeting – January 10, 2008 Re: Presentation of final schematics by BEI/Diamond and Schmitt.**

Mr. Rumble was approached by Ms. Browne of Diamond and Schmitt to request to the Building Authority the possibility of moving the time of the meetings from 8 a.m. to 9:30 a.m. With the change it would allow her to fly in the morning of the meeting instead of the previous night. Mr. Kittides confirmed it is desirable to not spend the night since the budget is tight. Mr. Sturing commented he understands. The 8 a.m. start time gives the opportunity for member volunteers, like himself, to go to his job. Mr. Kittides explained Ms. Browne can fly into Windsor in the morning and arrive at his Detroit office at 8:30 a.m. Mr. Sturing asked if the end of the day is an option. Ms. Farkas said the end of the day is difficult for her. She offered that Ms. Browne could meet with her on Wednesday and then come to the Thursday meeting. Mr. Kittides commented the programming component should be almost complete at this point.

**Motion by Pearson, seconded by Farkas; CARRIED UNANIMOUSLY: To approve the time change from 8 a.m. to 9:30 a.m. for the January 10, 2008 meeting. (Czekaj absent)**

**Motion by Farkas, seconded by Rumble; CARRIED UNANIMOUSLY: To adjourn the meeting at 9:50 a.m. (Czekaj absent)**

**Minutes approved January 10, 2008**