City of Yachats

LIBRARY COMMISSION

Quarterly Meeting

August 15, 2018

Approved Minutes

Chair Marv Wigle called the August 15, 2018 quarterly meeting of the Library Commission to order at 10:05 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, and Marv Wigle. Staff present: City Manager Shannon Beaucaire. Audience: 4.

I. Minutes

A. April 10, 2018

1. Page 1, Line 29: Should state “manage” not “management”

Commissioner Carlson moved to approve the April 10, 2018 minutes as amended: Aye – 3; No – 0; Abstain – 1 (Allen not present).

B. May 11, 2018

1. Page 1, Line 21: “and have” appears twice

Commissioner Godfrey moved to approve the May 11, 2018 minutes as amended: Aye – 4; No – 0.

II. Business

A. Discussion: Library Move Options

Wigle announced there is a sign-up sheet in the back of the room for those who want to speak on the topic. Wigle explained the West Tech, the Engineer of Record, estimated a cost of $150 per square foot for hard costs and 20% additional for soft costs. Additionally, there may be additional costs because of criteria for government entities and the contractors must come from the valley. Wigle summarized the estimate is between $750,000 and $1,000,000. Manager Beaucaire connected Chris Brugato, the Engineer of Record, via teleconference.

Wigle asked Brugato how the estimate was developed. Brugato explained the $150 per square foot was a general number and would enable them to gut the building, move walls, and complete HVAC work. Brugato added that if they wanted to do new building additions, the estimate is $300 per square foot. Wigle asked if the estimated was made in accordance with the draft floor plan. Brugato explained his estimate was based on the conceptual drawing and the cost would be less if they did not move walls.

Godfrey asked if the attic was still not usable for book storage. Brugato indicated he did not look at the attic. Godfrey asked what weight the floor could handle. Brugato reported did not look at floor structural issues. He noted any structural changes would add to the cost. Brugato clarified the estimate would not include seismic work. Wigle clarified he would have a structural engineer look at the floor to establish loads.

Commissioner Allen asked what it would take to make the rough estimate more specific. Brugato explained this project is an architectural issue, and an architect could provide more cost details. The West Tech engineers are civil engineers. Brugato reported an architect would likely do work in three stages and would provide cost estimates at each stage: Design Development, Schematic Design, and Construction Document. Brugato noted cities are allowed to hire consulting work through direct contracting if the amount was under $100,000 without going out for bids.

Manager Beaucaire asked for a cost estimate for each stage for the architect. Brugato said architect costs are estimated at 8% of construction costs, or approximately $40,000-$60,000 for design (5200 sf x $100 per sf and x $150 per sf). Brugato estimated one third of the total design cost for each individual stage. Brugato indicated that the City should tell the architect at the beginning to not go beyond the current stage without approval.

Sandy Dunn (Driftwood Lane) asked if he could recommend an architect with library experience. Brugato indicated he could make calls and find someone. Chuck Carlson (Hanley Drive) asked what it would cost to remodel the existing Library. Brugato indicated they did not look at that issue, but stated the $150/$300 square foot estimates for renovation/addition are applicable.

Manager Beaucaire reported the Library's budget for FY18-19 includes $50,000 in the CIP and $26,800 for the operating budget. She added it would take a supplemental budget from Council moving money from other budgeted projects if funds were needed beyond the existing CIP and operating budget. Wigle clarified the CIP funds could be used for this architectural design purpose. Wigle summarized that hiring an architect for the design development would use approximately 40% of the CIP funds; and if they wanted all three stages of architectural work, they would need to find another $10,000 to complete it.

Wigle noted the Friends of the Library have been raising grant funding for furniture and library contents, therefore the design and construction costs would need to come from the City. Wigle estimated they would need $625,000 ($750,000 – $50,000 CIP – $75,000 Hall funds = 625,000) from the City. Wigle noted the most the Commission can do at this time is to recommend to the Council how they would like to proceed.

Wigle emphasized the time invested thus far is sunk costs and should not be factored in. Similarly, their task is not to ponder the best use of the 501 building. Therefore, their focus should be on what is best for the Library.

<u>Option 1: Look to City to provide the balance of the funds</u>

Wigle noted with the $750,000 estimate, and with the Friends reluctance to commit funds to a city-owned building, the City would need to commit at minimum of $500,000 to the remodel. Wigle noted this approach would take multiple years, and he did not believe this approach would be in the best interest of the Library. Godfrey agreed the multiyear approach was not ideal for the Library. Godfrey did not believe they should

ask the Friends of the Library to raise money for the City's property. Godfrey also noted the building would deteriorate while they were raising money. Godfrey suggested the cost estimate was high, as they would not be gutting all the walls. Carlson speculated that the 501 floor was essentially a "rat barrier," as it has no rebar. She suggested drilling into it for seismic support would be detrimental to the overall structure.

Allen asked if the City could get grants. Manager Beaucaire staff does not have time to do grant writing at this time, but reported the City of Halsey obtained $50,000 in grants to support their library. Godfrey noted grant writing would take time, and that makes the process less feasible. Carlson added that if they pursue a long-term approach, they would need some written commitment from the City. Manager Beaucaire added the City could not legally meet the request for a written commitment.

Godfrey believed they should commit some of the $50,000 to get more detailed estimates for both the 501 and current Library remodels. Wigle did not believe a more detailed estimate would change or improve the prospects of the 501. Allen did not believe they could realistically raise $625,000 for a remodel. Godfrey reported that there was a suggestion to create a bond, but she was unsure of the feasibility of this approach. Wigle added a bond approach would take time.

Option 2: Modify existing preliminary plans to reduce costs

Godfrey was not sure how much simplification they could do to the current plan. Carlson suggested they have the 2+2 Committee meet to discuss this approach. Godfrey suggested the things they could delay or change would not make a large dent in the overall costs. Wigle believed the 501 building was sterile and needed work to give it more character, and he suggested those modifications would be the first to go when trying to cut costs. He did not believe the building lends itself to the specialized needs of a library without making these modifications.

Allen suggested they compare what they have in the current Library to what they thought they would get with the 501: more storage and some space they could put a bunch of books on. She believed they could be happy with what now exists with an expansion.

Carlson believed Brugato's estimate was excessively high. Godfrey wanted the 2+2 Committee to review the option to move walls before they drop this option.

Allen asked Manager Beaucaire about using volunteers to do the construction. Manager Beaucaire explained the City must follow government rules around contracting work and recalled that Philomath might have used a 501(c)3 to employ the volunteers that helped build their library.

Option 3: Expand current facility

Allen wanted to pursue this option. Godfrey suggested they use local people to help develop plans. Wigle indicated this might be the most reasonable option.

Option 4: Explore new purpose-build library

Commissioners did not want to pursue this option.

Carlson asserted much of what they have been looking at is how to store books, but she did not believe this should be the primary focus. Godfrey suggested they look into other options for storage. Carlson did believe allocating $300 per square foot to store books was in the Library's best interest.

Public Comment

1. Shannon McCarthy (289 W 2nd Street) was in favor of remodeling the current library. She was concerned that continued study of the feasibility of the 501 would result in depletion of current funds.

2. Chuck Carlson (923 Hanley Drive) was struck that the biggest road block has been funding and suggested they look at what other entities had to do to get a new building - the hospital in Newport and the Yachats Fire Department had to get bonds. He believed the 501 was beginning to look like a black hole, noting anything they do will be in the $100,000s not the $50,000s.

3. Sandy Dunn (795 Driftwood Lane), President of Friends of the Library, noted they have raised $58,000 through grants, individual donations and groups such as Friends of Commons and Polly Plumb Productions. She believed people still wanted to support the project. She noted they could buy interior stuff now as designated by the grants and store it. Dunn added that if they change plans to enlarge the existing library, she would want to go back to grantors to ask if they could use the funds for an existing remodel. Dunn indicated the Ford Foundation would contribute about one-third of the construction costs. She noted the Friends of the Library have offered to help to write grants and give proceeds to City to manage. Dunn believed it to be strange to make a decision based on what Brugato seemed strange. She argued that the City needs to spend money to analyze the 501 and prepare it for occupancy regardless of who moves in. She suggested the City proceed with the structural work. Dunn was uncertain if they could add onto the existing Library. Manager Beaucaire indicated the structural engineer said they could add on to the existing Library. Dunn was not certain they could add on given the Library's roofline. She noted the addition could be a separate structure. Dunn stated the Friends were still willing to contribute some money to help pay for architectural design.

4. Helen Anderson (77 8th Street) noted they have structural analysis for both buildings which indicate they are structurally sound for library usage. She suggested the only costs the City would need to provide to ready the building for a user was to repair and install the floor. Anderson noted she had different numbers from "doing the math." Anderson suggested that the cost estimate that engineers use are "amazingly accurate" and that she has rarely heard of a project coming in under budget. She suggested the material costs are usually less than the labor costs. Wigle explained the $625,000 came from the estimate of $750,000 minus the City's commitment of $50,000 and the $75,000 form the Hall Bequest. Godfrey believed the square footage estimate was

4,000, not the 5,200 which Brugato. Carlson indicated he measured the dimensions to one foot, and it was just over 4,000.

Wigle read a text from Sue May who could not be present. May stipulated that Manager Beaucaire informed her that the City could make the 501 “tenant ready” without moving walls, upgrading the HVAC, changing lighting, or altering the ceiling. She suggested the City make the 501 “tenant ready” and the Library could work within that space. She believed the 501 space would be an improvement over the existing space. May did not want to invest in additions to the existing space while the 501 sat empty.

Recommendation to Council

Wigle suggested the consensus of the Commission was to have the 2+2 Committee review options 2 and 3 (reduce current proposal for 501 and remodel existing) and provide a recommendation to the Commission. He suggested they ask the Council to consider the option of exploring a remodel of the current facility.

Godfrey asked Manager Beaucaire about what was needed to get a bond measure on the ballot and whether a Library District was required. Allen concurred with this suggestion.

Wigle noted from this point forward, apart from 2+2 Committee, they would incur expenses for any analysis.

Manager Beaucaire noted the City has square footage numbers per their insurance policies and would provide that to the Commission. She explained she would implement whatever Commission and Council decided. She would also provide information on costs and monies available as that information becomes available, including the engineer’s list of billable hours.

Godfrey moved to have the 2+2 Committee to review options 2 and 3 and to ask the Council to support possibility of expanding the current facility: Aye – 4; No – 0.

Manager Beaucaire noted that once the Council addresses the matter, the 2+2 Commission can be reconvened.

IV. Other Business

A. From the Commission – none

B. From the Floor - none

Wigle closed the meeting at 11:27 am.

_____ _____

Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on July 18, 2018