

AGENDA

Henika District Library
Building & Grounds Committee Meeting
August 15th, 2023 at 1pm

- I. Call to Order**
 - A. Members Present:
 - B. Members Absent:
 - C. Staff Present:
 - D. Guests:

- II. Approval of Agenda**

- III. Community Opportunity to Address the Committee**

- IV. Approval of Meeting Minutes**
 - A. July 2023 Building & Grounds Committee Minutes

- V. Unfinished Business**
 - A. Roof
 - B. Review Needs/Wants
 - C. Options Updates

- VI. New Business**
 - A. Next Steps discussion

- VII. Around the Table**

- VIII. Adjournment**

Minutes

Henika District Library
Building & Grounds Committee Meeting Minutes
July 7, 2023

- I. Call to Order 11:01
 - A. Members Present: Fryling, Marsh, Augustin, Byville
 - B. Members Absent: None
 - C. Staff Present: Cierra Bakovka

- II. Augustin motioned to approve the agenda, seconded by Byville

- III. Approval of Minutes: motioned by Augustin, seconded by Fryling

- IV. Unfinished Business
 - A. Parking lot adjacent to Library: proposal from attorney has been obtained, to be discussed at next Board mtg
 - B. Construction manager discussion
 1. Revisit Needs/Wants list; include cost
 2. Cierra spoke with a local library director regarding the contractor they used (CSM). Then spoke with one of CSM project managers, not a positive interaction and did not speak like pre-construction groundwork is where they want to start.
 3. Cierra suggested that if the committee would like another option for a construction manager that they reach out to Engberg Anderson Architects for a comparison to Triangle. Will decide following Triangle's Proposal
 - 4.

- V. New Business
 - A. Information from ALA conference:
 1. Top 5 mistakes made Renovating your Library- see handout
 - a) Not building the right team
 - b) Not designing for the missing person
 - (1) Could hold discussions with local leaders (i.e. schools, churches, WIC, Tribal group)
 - (2) Could contact consultants or have Triangle assist
 - (3) Could try a new community survey once community is made aware of intent to expand
 - c) Not analyzing your current space

(1) Heat mapping – flow of patrons within the library to show trends for circulation and how to arrange elements of library

(2) Could contact Consultant suggested at ALA: Thirdway Space- David Vinmajuri or like company for input

d) Not staying engaged

e) Ignoring the politics

(1) Local changes in city businesses. Flow of the changes in local business has not impacted library in the past, is not a factor in our decision making.

B. Triangle's Proposal

1. Cierra: very pleased with the proposal. Sounds like a lot of support for her to be able to handle the entire process of construction.
2. Tami: 'support' for this process is priority. Impressive presentation.
3. Gary: Process has been in place for years to have the money to begin first steps. Points out need to consider new building vs modifying an existing building.
4. Meghan very pleased with Triange proposal. No objections with starting the process.
5. Motion to Bring recommendation to Board for decision to hire Contractor/Consultant by Fryling, seconded by Marsh
 - a) Fryling: Yes
 - b) Marsh: Yes
 - c) Byville, left prior to vote

VI. Around the Table

- A. Marsh: worried we are not considering all options for where to put a our new library. Still wants to consider the Metro Building and would like to follow up with Broadstone with a follow up letter. Can bring his proposed letter to the next Board Meeting; Building committee will approve.
- B. Augustin: proposes giving the above question to the Board in August. Be prepared to set next
- C. Will ask Triangle to come to August Board meeting
- D. Reminder to committee members to remember we haven't made a decision on which site yet. Too much time being spent on side discussions.

VII. Adjournment 1:03 Motioned by Augustin, seconded by Fryling



Chenard & Osborn

Chenard & Osborn

Insured: Henika District Library
Property: 149 S Main Street
Wayland, MI 49348

Claim Rep.: Matt Bachler
Company: Chenard and Osborn
Business: 971 Spaulding Ave SE
Grand Rapids , MI 49301

Business: (616) 729-2262
E-mail: mbachler@c-and-o.com

Estimator: Matt Bachler
Company: Chenard and Osborn
Business: 971 Spaulding Ave SE
Grand Rapids , MI 49301

Business: (616) 729-2262
E-mail: mbachler@c-and-o.com

Claim Number: MTP-22-08575

Policy Number: HMTP-0110000

Type of Loss:

Date Contacted: 7/10/2023 7:29 AM

Date of Loss: 4/4/2023 7:29 AM

Date Inspected: 7/11/2023 7:29 AM

Date Received: 7/7/2023 7:29 AM

Date Entered: 7/27/2023 7:28 AM

Price List: MIGR8X_01JUN23
Restoration/Service/Remodel

Estimate: 1231641-HENIKA

This estimate has been based upon a physical inspection of the property. Should any further or hidden damage be found, you must call for a reinspection or approval prior to continuing. All estimates are subject to review and final approval by the insurance carrier. This is not an authorization to repair or guarantee of payment. Authorization for repair must come from the owner or approved representative. The insurance company and/or Chenard & Osborn, Inc. assume no responsibility for any repair performance.



1231641-HENIKA

Roof

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV
1. Tear off, haul and dispose of comp. shingles - Laminated	41.33 SQ	67.98	0.00	2,809.61	15/30 yrs	Avg.	NA	(0.00)	2,809.61
2. Roofing felt - 30 lb.	24.61 SQ	50.37	0.00	1,239.61	15/20 yrs	Avg.	75%	(929.71)	309.90
3. Ice & water barrier	1,672.50 SF	2.08	0.00	3,478.80	15/30 yrs	Avg.	50%	(1,739.40)	1,739.40
4. Drip edge	379.50 LF	3.36	0.00	1,275.12	15/35 yrs	Avg.	42.86%	(546.48)	728.64
5. Asphalt starter - universal starter course	261.25 LF	2.55	0.00	666.19	15/20 yrs	Avg.	75%	(499.64)	166.55
6. Laminated - comp. shingle rfg. - w/out felt	47.00 SQ	302.88	0.00	14,235.36	15/30 yrs	Avg.	50%	(7,117.68)	7,117.68
13% waste to account for turret									
7. R&R Continuous ridge vent - shingle-over style	102.67 LF	12.87	0.00	1,321.36	15/35 yrs	Avg.	42.86%	(518.34)	803.02
8. Hip / Ridge cap - composition shingles	438.50 LF	5.82	0.00	2,552.07	15/25 yrs	Avg.	60%	(1,531.24)	1,020.83
9. Flashing - pipe jack	3.00 EA	61.34	0.00	184.02	15/35 yrs	Avg.	42.86%	(78.87)	105.15
10. R&R Chimney flashing - average (32" x 36")	1.00 EA	566.32	0.00	566.32	15/35 yrs	Avg.	42.86%	(232.37)	333.95
11. Remove Additional charge for steep roof - 10/12 - 12/12 slope	41.33 SQ	28.26	0.00	1,167.99	15/NA	Avg.	NA	(0.00)	1,167.99
12. Additional charge for steep roof - 10/12 - 12/12 slope	41.33 SQ	99.80	0.00	4,124.73	15/NA	Avg.	0%	(0.00)	4,124.73
Totals: Roof			0.00	33,621.18				13,193.73	20,427.45

Gutters and Downspouts

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV
13. R&R Gutter / downspout - aluminum - up to 5"	321.00 LF	10.57	0.00	3,392.97	15/25 yrs	Avg.	60%	(1,910.59)	1,482.38
Upper gutters and Down spouts									
14. Prime & paint gutter / downspout	321.00 LF	1.65	0.00	529.65	15/15 yrs	Avg.	100% [M]	(529.65)	0.00
Totals: Gutters and Downspouts			0.00	3,922.62				2,440.24	1,482.38



Window Wraps

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV	
15. R&R Wrap wood window frame & trim with aluminum sheet - Large	14.00	EA	377.97	0.00	5,291.58	15/50 yrs	Avg.	30%	(1,362.27)	3,929.31
4 Wraps on the front, 4 Wraps on the right, 2 Wraps on the rear, 4 Wraps on the left										
16. R&R Wrap wood window frame & trim with aluminum sheet	3.00	EA	281.95	0.00	845.85	15/50 yrs	Avg.	30%	(215.49)	630.36
3 Wraps on the left										
17. R&R Wrap wood window frame & trim with aluminum sheet - Small	5.00	EA	185.08	0.00	925.40	15/50 yrs	Avg.	30%	(222.59)	702.81
4 Wraps on the Right, 1 Wrap on the Rear										
18. R&R Wrap wood window frame & trim with aluminum sheet - XLarge	2.00	EA	458.40	0.00	916.80	15/50 yrs	Avg.	30%	(238.85)	677.95
2 Wraps on the Left										
Totals: Window Wraps			0.00	7,979.63				2,039.20	5,940.43	

Fascia Metal

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV	
19. R&R Wrap custom fascia with aluminum (PER LF)	86.17	LF	19.75	0.00	1,701.86	15/50 yrs	Avg.	30%	(493.76)	1,208.10
Damage to the South Facing Fascia metal only										
Totals: Fascia Metal			0.00	1,701.86				493.76	1,208.10	
Line Item Totals: 1231641-HENIKA			0.00	47,225.29				18,166.93	29,058.36	

[%] - Indicates that depreciate by percent was used for this item

[M] - Indicates that the depreciation percentage was limited by the maximum allowable depreciation for this item



Summary for Dwelling

Line Item Total	47,225.29
Replacement Cost Value	\$47,225.29
Less Depreciation	(18,166.93)
Actual Cash Value	\$29,058.36
Less Deductible	(500.00)
Net Claim	\$28,558.36
Total Recoverable Depreciation	18,166.93
Net Claim if Depreciation is Recovered	\$46,725.29

Matt Bachler



Recap of Taxes



HENIKA DISTRICT LIBRARY - INSURANCE PROPOSAL

JUL 28, 2023

Property Revolution
The Solution to All Your
Roofing, Siding, Decking, and Fencing Needs

info@mypropertyrevolution.com
616-315-2777

HENIKA DISTRICT LIBRARY

149 S Main St
Wayland, MI
49348

INTRODUCTION

Hi Henika,

Thank you for the opportunity to quote on your home project. Please find your estimate below, complete with estimate alternatives and upgrades as discussed, if applicable.

The following estimate is for:

1. Remove and disposal of old materials
2. Supply and install new materials with 10 year workmanship warranty!
3. Clean up of entire work area (all nails and other materials)
4. Your own dedicated Production Scheduling team
5. We are Licensed to work in your geographical region

*Customer to allow Property Revolution to contact adjustor after signing to add items missing on their report/estimate

- Any items added to report will be updated on quote even after signing

Quotes are good for 7 days due to volatility of material.

Terms:

- 30% down and balance on completion.
- Warranty will be registered with GAF within 14 days of final payment.
- Please also see the terms and conditions on the attached page and incorporated by reference into this agreement.

Timeline for completion:

Currently the expected wait time for your project would be a minimum of 4 weeks for roofing and 9 weeks for gutters and window wraps from the time we receive your signed contract, material selection, and deposit. There are many factors that influence lead times for projects including weather, material supply issues, and any interruptions due to employee availability. We are committed to completing your project in the most timely manner possible.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Josiah Badger | Project consultant
josiahbpropertyrevolution@gmail.com
6165609949



ROOFING EXAMPLES



WHY PROPERTY REVOLUTION...?



Personal Care

...Because someone who cares is answering your calls. Meet Steph, our Director of First Impressions. Steph is devoted to making sure you're kept up-to-date on your project's progress. Consider her your resource for any question or concern you might have along the way. She'd love to talk to you, so give her a call at the office!



Knowledgeable Guidance

...Because experienced professionals are guiding you from your project's beginning. With a notable background in business and contracting, Your Project Consultant, Josiah's number one priority is being attentive and attuned to your project needs. Josiah is all ears, so bring him your questions along with your project ideas!



Attentive Planning

...Because you don't have to worry about the details. Chris, your Project Manager, is responsible for planning and executing your project's installation. As a lifelong member of the Boy Scouts of America, Chris puts their motto of "Be Prepared" to good use. With him, our crew is prepared to execute your project expertly and efficiently.



A Consistent Crew

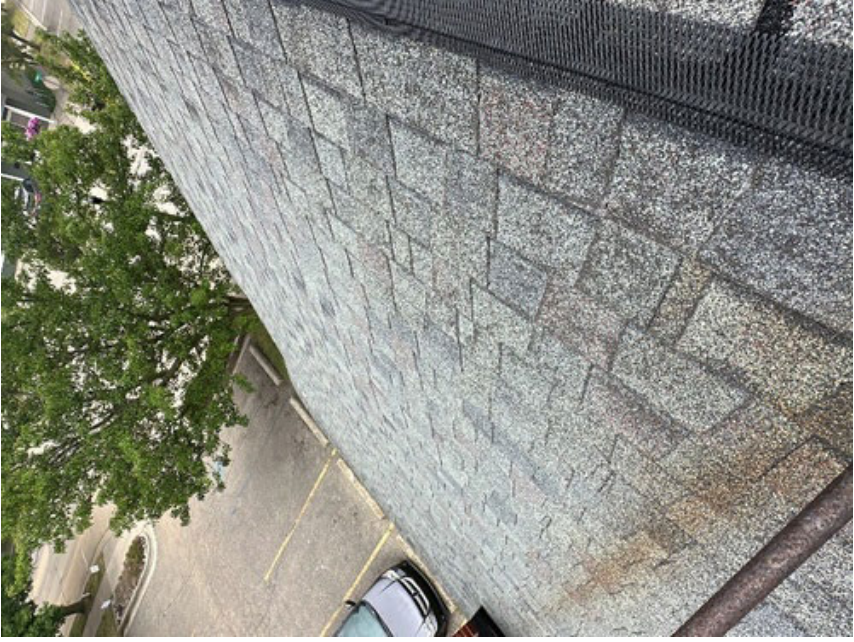
...Because your installation crew is reliable and experienced. In an industry with a high workforce turnover rate, our company boasts of a consistent team of contractors –some of whom have been with Property Revolution since day one! Each project includes a crew leader to guide their team through a successful build. Their pride and joy is a hard day's work and a happy client.



INSPECTION







GOOD- GAF HDZ

Description	Line total
Roof Proposal	
Remove and replace all shingles with GAF HDZ shingles with stainguard plus to prevent streaks. Best selling shingle in North America for its great warranty and superior look	\$33,054.86
Drip-edge - flashing used to protect the bottom edge of your roof	
Ice & Water shield - helps to prevent ice damming and provides superior protection at eaves edge and beneath valleys	
Premium Synthetic Underlayment 2nd layer of protection over your entire roof. Premium underlayment is breathable and has a longer lifespan	
Starter - these are the shingles required for starter rows on your roof	
Ridge venting - the most efficient way to help heat exhaust from your attic	
Ridgecap shingles	
Section Total	\$33,054.86

Description	Line total
Additional roofing components proposal	
New decking required to patch in and repair where original decking was rotten. Price is per sheet.	\$0.00
Chimney flashing kit - Average	\$566.32
Second layer of shingles - additional labor and disposal fees for second layer of shingles	\$0.00
Section Total	\$566.32

Description	Line total
Gutter and Window wrap Proposal	
Gutters (aluminum)	\$3,392.97
- 5 seamless - includes downspouts - 321 LF - Remove and Replace - Color: Eldridge Gray	
A window wrap is a custom made protective aluminum shield that is installed to protect the window frames from moisture. Aluminum is bent in a tool called a brake and caulked after installation to insure protection against the elements.	\$7,979.63
- refer to adjustor report to different size wraps and what elevation windows are located - Total Windows: 24 - Color: Desert Tan	

Section Total	\$11,372.60
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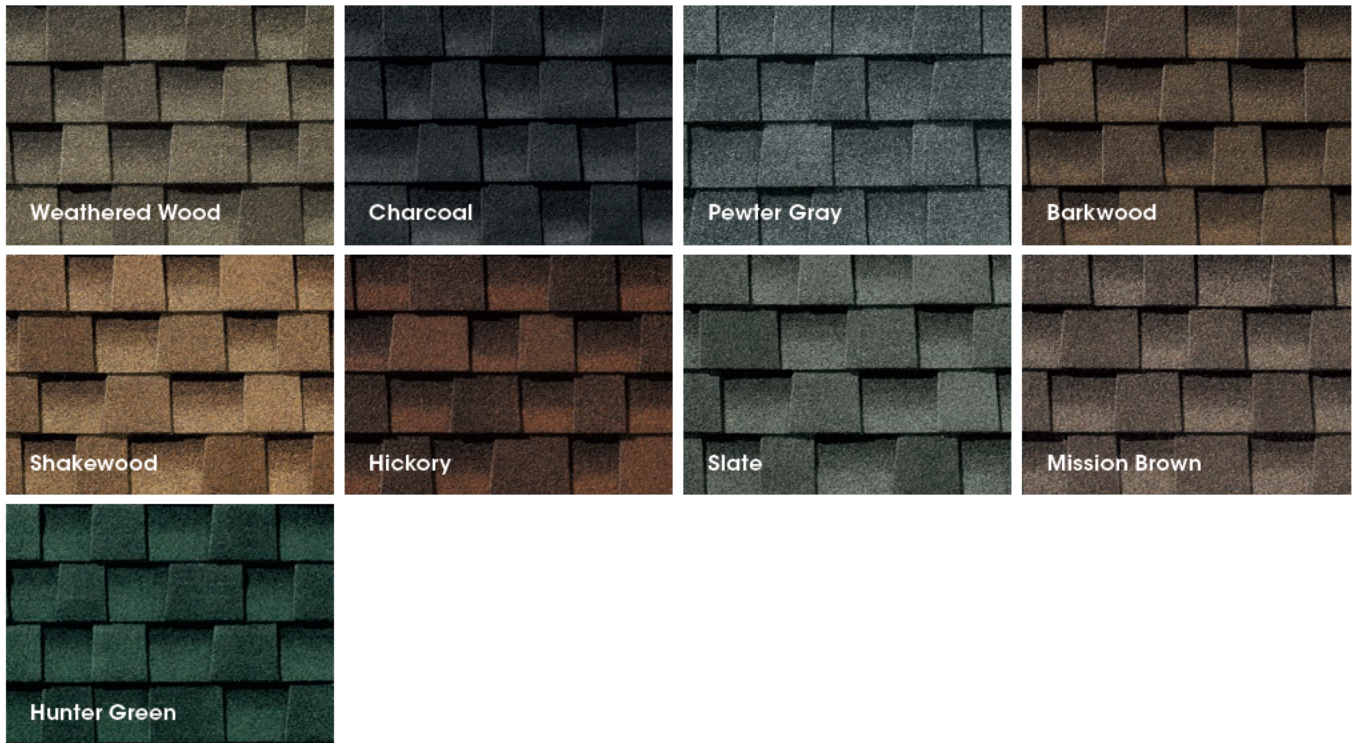
Quote subtotal	\$44,993.78
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Total	\$44,993.78
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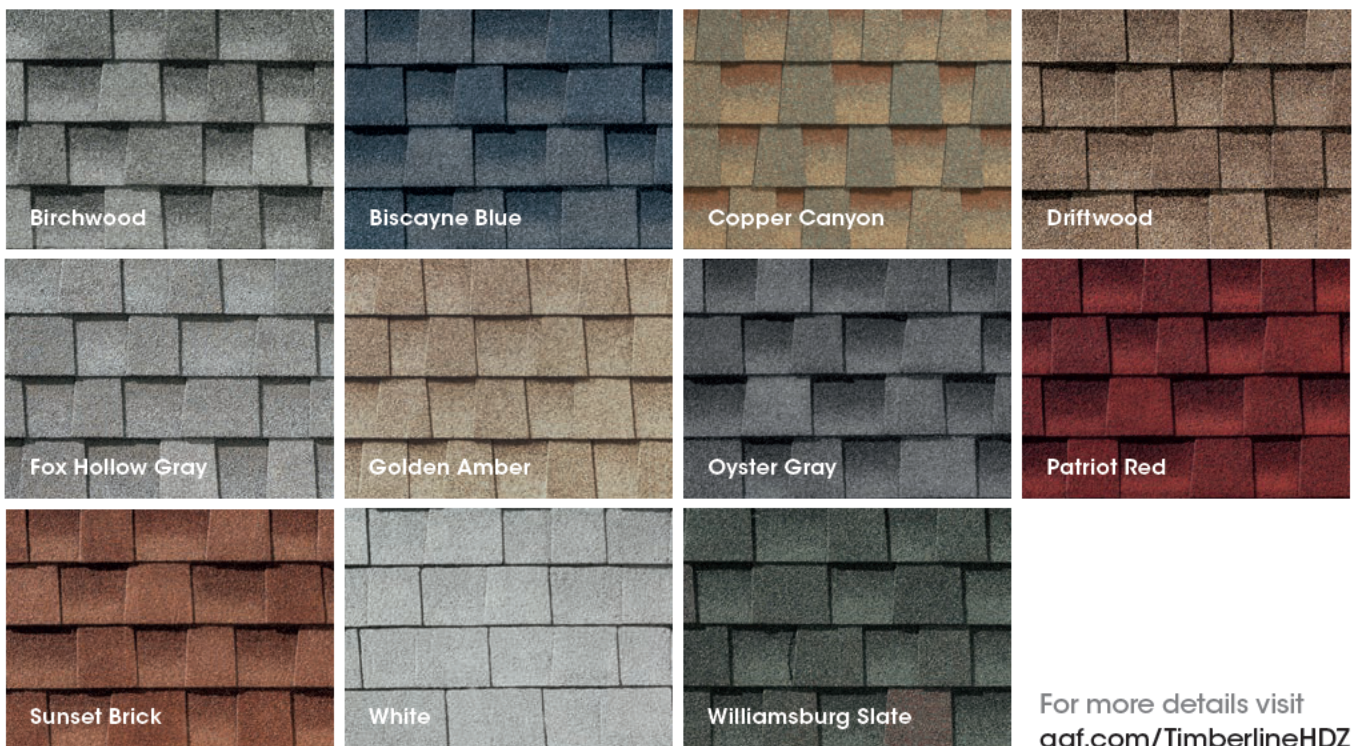
Color Availability



Nationally Available Colors



Regionally Available Colors (See next page for details.)

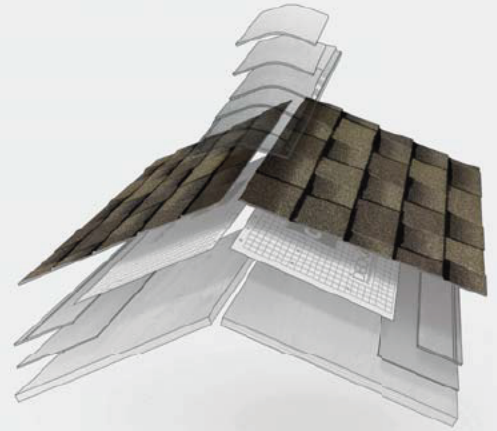


For more details visit gaf.com/TimberlineHDZ

Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.

Timberline® Lifetime[†] Shingles Collection

More homeowners in North America rely on Timberline® Shingles than any other brand. They offer just the right combination of beauty, performance, and reliability.



<p>Timberline® HDZ™ pg 7-8</p>			<p>America's #1-selling shingle—now featuring the industry's widest nail zone</p>
<p>Timberline® UHD pg 7 & 9</p>			<p>For a thick ultra-dimensional wood-shake look in an asphalt shingle</p>
<p>Timberline® NS pg 10</p>			<p>The beauty of natural wood shakes in an asphalt shingle</p>
<p>Timberline® AH pg 11</p>			<p>The striking hues of America's heartland</p>
<p>Timberline® CS pg 11</p>			<p>Our most reflective shingle</p>

For specifications see pages 20-21



For the full collection visit gaf.com/timberline



[†] 15-year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See GAF Roofing System Limited Warranty for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products.

TERMS AND CONDITIONS

Entire Contract: These terms and conditions along with any project-specific order documents form the entire Contract between the Owner ("Owner") and PROPERTY REVOLUTIONS, LLC. ("Contractor"). NO REPRESENTATIONS, PROMISES OR WARRANTIES, EXPRESSED OR IMPLIED, HAVE BEEN MADE TO THE OWNER EXCEPT THOSE TO WHICH ARE STATED IN THIS CONTRACT. This Contract cannot be changed by any conversations between the Owner and Contractor. Any changes must be in writing and signed by the Owner and Contractor.

Payment Terms: Complete payment is due as indicated in the Contractor's invoice, but no later than upon substantial completion of the project. Substantial completion means the project is functional for its designated purpose. If an item is back ordered or for some reason there will be a week or more delay to complete some detail, then an appropriate amount (not more than twice the market value of the incomplete item) may be withheld from the final payment until completion of that item. Special orders must be paid for at the time the orders are placed, Owner shall be responsible for any permit fees. In the event any payment is not made when due, Contractor may, at any time thereafter, upon serving written notice that it will stop work within five (5) days after receipt of the notice by the Owner, and after such five (5) day period, stop the Work until payment of the amount owing has been received. Owner is responsible for all restocking charges. A service charge of 1 1/2% per month (18% per year) will be paid on past due amounts starting thirty (30) days after the invoice date. If Owner desires to pay invoice by credit card, an additional Three Percent (3%) credit card processing fee will be added to Owner's invoice. Owner shall pay to Contractor upon demand all of Contractor's costs and expenses, including reasonable attorney fees, incurred as a result of any Owner's failure to perform any of its obligations under this Contract (even if such failure does not become a Default or if a Default is cured) and whether or not any court proceeding is commenced. Contractor may file a lien on the applicable real property to secure payment in accordance with Michigan law.

Hazardous Environmental Condition: Contractor makes no representation or warranty as to the presence or lack of asbestos, lead paint, radon, fiberglass or hazardous environmental conditions of any nature or type, or as to the effect of asbestos, lead paint, radon, fiberglass or any such condition on the premises or residence. If such items are discovered and have to be removed, the cost of such removal shall be added to this Contract as a change order pursuant to Section 6 below. Owner agrees to notify Contractor of any hazardous environmental condition if Owner has personal knowledge of the same.

Time for Completion: The completion time stated in this Contract is merely an approximation and is based on uninterrupted access to the Project during Contractor's normal working hours. The actual completion time is contingent upon access to the Project, labor strikes, material shortages and other supply chain delays, accidents, weather, war, acts of God, changes caused by a body of government, pandemic-related restrictions or public health orders, and the like. Change orders will affect the time necessary for completion. Contractor shall not be liable for any damages suffered by Owner as a result of any delay occasioned by these contingencies.

Governing Law: All issues concerning the construction, validity, enforcement, and interpretation of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan, without giving effect to any choice of law or conflict of law rules or provisions (whether of the State of Michigan or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Michigan. The parties agree that venue is hereby exclusively established in the County of Kent, State of Michigan for any dispute or claim arising out of this Contract. Contractor, if it prevails in any arbitration or court action shall be entitled to all reasonable attorneys' fees, costs and other expenses incurred in such action and in any subsequent efforts to collect the amount awarded. No action, regardless of its form and arising out of this Contract, or any warranty work performed on the home may be brought by Owner against Contractor more than one (1) year after the cause of action has occurred, and no action against Contractor may be commenced unless Owner first provides Contractor with ten (10) days prior written notice before the commencement of the action.

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Change Orders: Changes in the Contractor's work increasing or decreasing the scope, price or time for completion of the project shall be made only by a written document signed by Owner and Contractor. The price adjustment for such changed work shall be determined in advance. Payment for the changed work shall be made before commencement of the changed work.

Unforeseen Conditions: If conditions are encountered at the project site which are (1) subsurface or otherwise concealed physical condition which differ materially from those indicated in the plans, specifications or other attached documents describing the work or (2) unknown physical conditions of an unusual nature which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided or in the plans, specifications or other documents describing the work, then Contractor shall notify Owner of such conditions and of the changes to the price, scope or time for completion of the work resulting from such conditions. Owner shall then either execute a change order changing the price, scope or time for completion or shall direct that the work impacted by the changed or unforeseen conditions be abandoned and in which case Contractor shall have no duty or liability for such condition.

Owner's Covenant: Owner, by executing this Contract, indicated conclusively that all writings to this Contract are definite in their terms and sufficient to express the intent of the parties with regard to the transaction, the type and amount of work to be done, and the type and quality of the materials to be used, Owner further covenants that Owner has title to the Project property and that all persons who are owners of the Project property are listed as "Owners" and have signed, or will sign, this Contract.

Excavation: If conditions at the Project property or of the work require excavation at Owner's property, Contractor is responsible for notifying Miss Dig prior to beginning the excavation, and Owner will be responsible for locating and marking, either with flags or painted lines, sprinkler lines, private utilities, electrical lines, and other subterranean items that will not be marked by Miss Dig prior to the excavation. Owner will be responsible for any damages to unmarked or mismarked subterranean items and will not hold Contractor responsible for such damages.

Limited Warranty: Contractor warrants against defective, faulty, or improper workmanship for twelve (12) months from substantial completion date. Product warranties are solely as stated by the manufacturer and Contractor shall have no liability for any labor or material necessary to repair or replace defective products. It is agreed that the Contractor's warranty extends only to the items specifically described on the attached page(s) for which Contractor is responsible and that Contractor shall not be liable for the labor, materials, acts, or omissions of any other party. CONTRACTOR'S SOLE LIABILITY PURSUANT TO THIS WARRANTY SHALL BE THE COST OF THE LABOR AND MATERIALS TO REPAIR OR REPLACE, AT CONTRACTOR'S OPTION, ANY DEFECTIVE WORK, CONTRACTOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE OR KIND ARISING FROM ANY DEFECTIVE WORK, INCLUDING, BUT NOT LIMITED TO DAMAGES CAUSED BY WATER, MOLD, INSECT OR ANIMAL INFESTATION, OR DAMAGE BY SOME OTHER AGENT THAT MAY BE ASSOCIATED WITH DEFECTS IN CONSTRUCTION, PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, AND ADVERSE HEALTH EFFECTS, OR ANY OTHER EFFECTS. EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY OPERATIONS OF LAW OR OTHERWISE, OF THE GOODS OR SERVICES FURNISHED UNDER THIS CONTRACT BY CONTRACTOR, CONTRACTOR SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE OR ARISING FROM A COURSE OF DEALING OR USAGE OR TRADE.

AUTHORIZATION PAGE

Good- GAF HDZ

\$44,993.78

Name: Henika District Library

Address: 149 S Main St, Wayland, MI

Quotes are good for 7 days due to volatility of material. Terms: 30% Down and balance due on completion.

Additional Options

Description	Qty	Unit price	Line total
<input type="checkbox"/> Install a metal screen on gutters to keep debris from accumulating and restricting water flow.		\$7.50	\$0.00

Customer Comments / Notes

Henika District Library:

Date:



Building Wants VS Needs List - DRAFT

NEEDS

WANTS

Study Rooms

Computer Lab

Program/Community Room

Youth & Adult Desks

More room for parking

Kitchenette

Access/Egress

Staff Break Room

More accessible elevator

Staff Bathroom

Clean Server Room

Drop Box into Building

Separate Kids/Teen Area

Janitor Closet

Storage Space

Makerspace

Director Office

Reading Room

At least 17,000 sqft

Outdoor Space

General Computer Area