

**MINUTES**  
McMillan Memorial Library  
Building and Grounds Committee  
April 26, 2021

**DRAFT**  
Subject to  
Approval

Chairperson Farmbrough called the meeting of the McMillan Memorial Library Building and Grounds Committee to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present: David Farmbrough, Eric Montag, Susan Feith, Douglas Machon, and William Clendenning

Administration: Andrew Barnett and Vicki Steiner

**Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.**

President Farmbrough opened discussion on the need for an owner's representative or project manager. Discussion followed.

Mr. Barnett shared information on his conversation with Findorff Construction as to the need for a project manager. The contractor has a project manager on site and does not like working with another project manager.

**A motion was made by Ms. Feith, second by Mr. Machon that the Library Board agree to seek an Owner's Representative. Motion carried.**

Discussion followed on responsibilities of an Owner's Representative.

Mr. Machon spoke with David Voss III from Miron Construction over the weekend. Miron offered to undertake preliminary activities as an Owner's Representative for the Library at no cost. Representation beyond that is available as needed at \$125.00/hour. Miron would work with Mr. Barnett as the project proceeds.

Discussion of the timing of a Special Board meeting was discussed.

**A motion was made by Ms. Feith, second by Mr. Montag to have Mr. Machon reach out to Mr. Voss from Miron Construction and have him prepare a proposal for Owners Representation by Friday. Motion carried.**

Discussion on committee assignments was discussed. **Ms. Feith moved to have President Farmbrough continue to serve as acting chair for the B & G Committee, second by Mr. Montag. Motion carried.**

**A motion to adjourn was made by Mr. Machon, second by Ms. Feith. Motion carried and the meeting adjourned at 5:51 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary