



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, January 31, 2008 | 8 A.M.

Council Chambers | Novi Civic Center | 45175 W. Ten Mile Road

Meeting was called to order at 8:04 a.m.

Members Present: Larry Czekaj, Julie Farkas, Rob Hayes, Steve Rumble, Kathy Smith-Roy, Mark Sturing

Members Absent: Clay Pearson

Others Present: Mary Ellen Mulcrone, Barb Rutkowski, Melissa Place

APPROVAL OF AGENDA

Motion by Sturing, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve the agenda as presented.

PURPOSE OF THE MEETING

1. Update on FFE Consultant Solicitation (mandatory pre-bid held)

Ms. Farkas commented the pre-bid meeting was held on January 28, 2008. The proposals are due February 15, 2008. Mr. Czekaj asked how many participated. Ms. Farkas said there were six or seven.

2. Authorization to issue RFP for Technology Consulting Services

Ms. Farkas would like the word latest version included on page 8 regarding the Auto-CAD capability. Mr. Hayes said the key is to say Auto-CAD because the program can adapt whether latest version is included or not. Mr. Czekaj confirmed the objective is to be open to all perspective firms so that it is a competitive process and not limited to a sole source.

Motion by Sturing, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve the RFP for Technology Consulting Services as presented.

3. Materials submitted to City for Preliminary Site Plan Pre-application meeting

Ms. Farkas commented Ms. Browne has requested direction be given today on how to proceed. School administration has approved the library to tap into the high school parking lot. The plan before the Building Authority is what is going to be shown to the Planning staff at the February 8 pre-application meeting. Mr. Sturing wanted clarification that the Board's approval is not a formal submittal just a formality of sorts for the pre-app meeting. Ms. Farkas said the design before the Board reflects the relocation of the material drop off to the south. Mr. Czekaj asked if this rendition has the site entrance moved to the east. Mr. Rumble said the entrance has been moved 15 feet to the east to be in-line with the existing entrance. Mr. Farkas interjected the thought was not to move the building any more to the west with the intention of having the land available for future

expansion. Mr. Czekaj agrees that it is important to keep a green belt area. This design is informational only. The Board will have a chance to review the final plan. Mr. Rumble said yes.

Mr. Sturing asked if the building could sit perpendicular to Ten Mile Road; if the footprint is shifted to utilize more natural light, as an example. He is not opposed to the drawing but possibly the building setting different on the site. Mr. Czekaj asked that information be shared with the entire Board so all Members have the same information. Ms. Farkas commented design options of orientation of the building have not been shared. Mr. Sturing said there needs to be more variations reflecting the building orientation. The appearance from Ten Mile Road needs to be grander. Mr. Rumble will share these comments with Ms. Browne at the pre-application meeting scheduled February 8, 2008. Mr. Rumble confirmed that plans have already been submitted, and that the plans will be reviewed on February 8 as a group. He and staff will be reviewing plans and sharing comments with Ms. Browne.

4. Schedule a public forum and meeting with Library Board

Ms. Farkas has confirmed with BEI/Diamond and Schmitt that they are available to meet with the Library Board on March 5, 2008. The consensus was to hold a joint meeting between the Library Board and Building Authority on Wednesday, March 5, 2008 at 7 p.m. in the Council Chambers.

5. Next meeting: February 21, 2008 at 9 a.m. (award of FFE Consultant); with Ms. Sydney Browne to join the meeting in progress at 10 a.m.

Mr. Sturing commented there should be a lot of discussion and tweaking of the plans at this meeting. The sharing of the comments from the pre-application meeting would be appreciated. The Board needs to receive more information. Mr. Czekaj agrees. A comprehensive package of the schematics, comments, different renderings of elevations, façade materials, staff recommendations, correspondence, and any changes generated from the pre-application meeting need to be shared prior to the February 21 meeting. Mr. Rumble will comply.

Motion by Smith-Roy, seconded by Hayes; CARRIED UNANIMOUSLY: To adjourn the meeting at 8:37 a.m.

Minutes approved February 21, 2008