

## MEETING MINUTES

**ISSUE DATE** 2-2-24

**MEETING INFORMATION**

**MEETING DATE** 2-1-24 **MEETING TIME** 3:30 p.m.

**MEETING NAME** Design Development Review **MEETING LOCATION** Virtual

**PROJECT NAME** Knoxville Public Library Park

**FEH PROJECT NUMBER** 2023220

**MINUTES PREPARED BY** Jason Cooper

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
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<input checked="" type="checkbox"/> Jason Cooper	FEH DESIGN		
<input checked="" type="checkbox"/> Chris Martin	FEH DESIGN		
<input checked="" type="checkbox"/> Justin Strom	Snyder & Associates		
<input checked="" type="checkbox"/> Shane Tully	Snyder & Associates		
<input checked="" type="checkbox"/> Roslin Thompson	Library Director		
<input type="checkbox"/> Elly Shaw	Library Board		
<input checked="" type="checkbox"/> Lindsey Carlson	Library Board		
<input checked="" type="checkbox"/> John A. Mertz	Library Board		
<input checked="" type="checkbox"/> David Johnson	Library Board		
<input checked="" type="checkbox"/> Janet Evans	Library Board		

**DISTRIBUTION** Design Team, Roslin, Library Board

**PURPOSE** Review Design Documents

**DISCUSSION**

### General:

- During the meeting held at 3:30pm, the revised park design was discussed, with the following items noted:
  1. Reduce stage dimensions to 12'x16'.
  2. Butterfly roof structure design was well received.
  3. Area South of stage to incorporate decorative stone to help with stormwater cascading from butterfly roof.
  4. Remove retaining walls.
    - a. Stairs have been moved to the Northwest corner of the plaza.
    - b. The sidewalk path Northeast of the stage has been adjusted.
    - c. The distance between the North sidewalk and North edge of the plaza has been increased.
    - d. Items a-c above eliminate steep grade changes in short distances, which allows a preferred grade slope of 4:1, and removal of the retaining walls.
  5. Plaza size and location were well received.
  6. Sidewalks were approved as shown.
  7. Owner verified to move forward with showing defined space for flower beds with hard edge and mulch being provided and installed by contractor on Western edge of Park. Owner to provide and install flowers.
  8. Large concrete steps in front and wrapping the North and South sides of stage were well received.



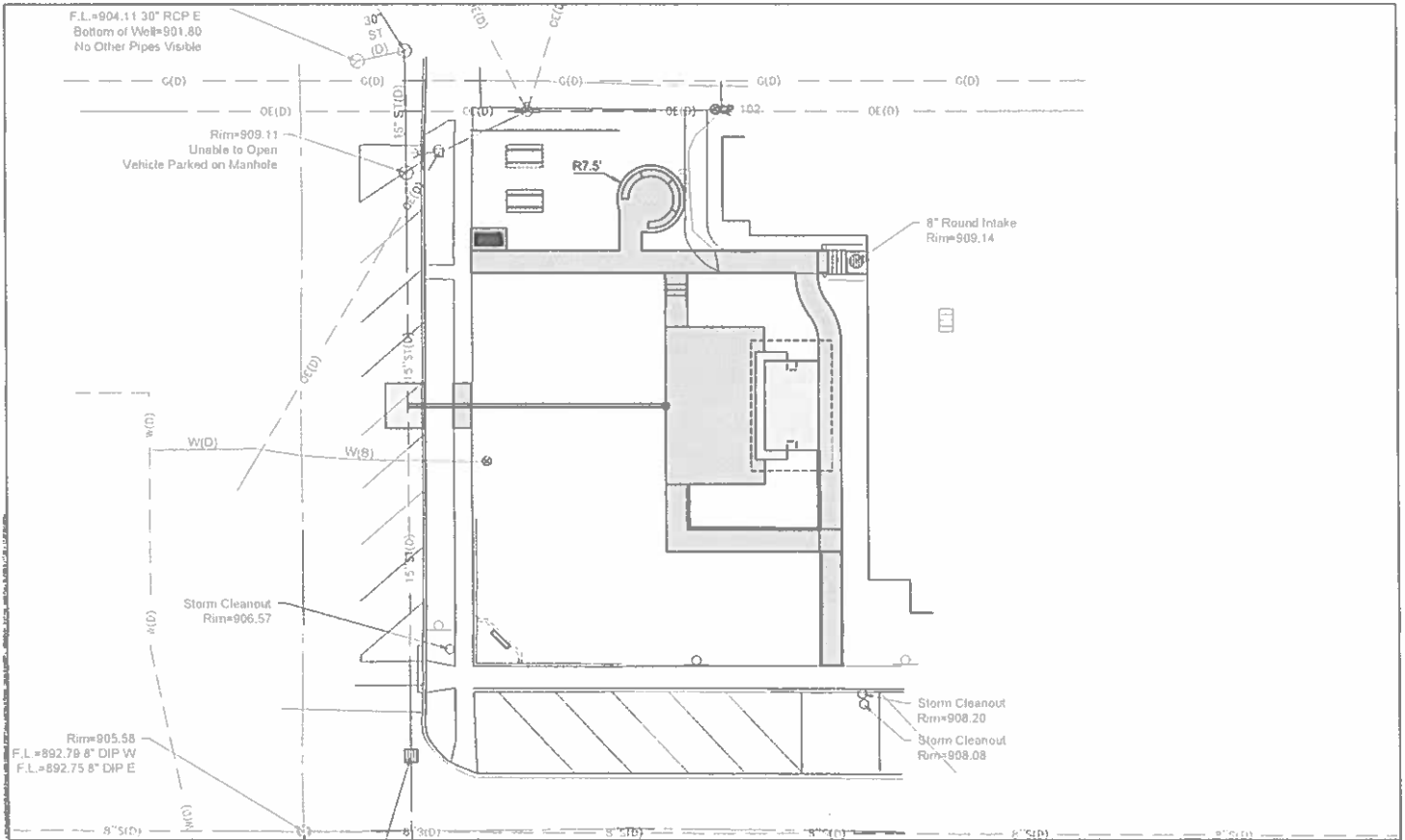
9. FEH to send examples of signage, and potential dimensions.
10. Owner to send Design Team Verbiage to be included on signage.
  - a. Considering Dixie Memorial Park.
11. Owner to send Design Team contact info for high school metals shop.
12. Design Team to provide updated cost estimate.

**Schedule:**

- February 22: Design Team to send Construction Documents to FEH.
- February 23: FEH to send Construction Documents to Owner.
- March 1: Construction Document Review Meeting with Owner and City Council meeting.
- March 4: Library and City Council budget meeting.
- March 6: Design Team to send final Construction Documents to FEH.
- March 7: FEH to send Construction Documents out for bids.
- March 28: Bid Opening

*This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.*

**ATTACHMENTS**      Snyder Site Plan



**LIBRARY GARDEN PARK**

**CONCEPT DESIGN**

KNOXVILLE, IOWA | 11/09/2023