



## SPECIAL LIBRARY COMMISSION MEETING

MONDAY, AUGUST 7, 2023  
CITY COUNCIL CHAMBERS  
794 THIRD STREET

A. CALL TO ORDER: 2:00 p.m.

B. ROLL CALL:

Commissioner: Susan Olson Higgins  
Carol Mueller  
Sandra Sehorn  
Laura Calkins  
Chairperson: Judy Turner

C. BUSINESS FROM THE FLOOR:

D. REGULAR AGENDA: All items listed below are in the order which we believe are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the agenda changed, please come to the podium, and explain the reason you are asking for the order of the agenda to be changed.

1. **Waive the Reading and Approve the Minutes of the June 21, 2023 Special Meeting with any necessary corrections.**
2. **Report on Ridell Trust Funds and Expenditures:**  
Current balance: \$221,865.86 Expenditures: None
3. **Presentation, Discussion, and possible recommendation relating to CMC Architecture's Proposal for the Corning Library Remodel.**

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:

Turner:  
Olson Higgins:  
Meents:  
Mueller:  
Sehorn:

G. ADJOURNMENT:

The Corning Library Commission serves as an advisory body to the Corning City Council and the Tehama County Library Director on Public Library issues including recommendations for building improvements, improvements to the literary, music and film collection and planning for future library service to the Community of Corning. The Commission provides a public forum for the proposal and discussion of public library services that benefit the Community. Ideally the Commission would encourage community volunteers to work together in the planning for current and future library facility and program needs.

POSTED: FRIDAY, JULY 28, 2023



**SPECIAL LIBRARY COMMISSION MINUTES**  
**WEDNESDAY, JUNE 21, 2023**  
**CITY COUNCIL CHAMBERS**  
**794 THIRD STREET**

A. **CALL TO ORDER:** 3:07 p.m.

B. **ROLL CALL:**

**Commissioner:** Susan Olson Higgins  
Carol Mueller  
Sandra Sehorn  
Laura Calkins  
**Chairperson:** Judy Turner

All members of the Commission were present with the exception of Chairperson Judy Turner.

C. **BUSINESS FROM THE FLOOR:** None.

D. **REGULAR AGENDA:** All items listed below are in the order which we believe are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the agenda changed, please come to the podium, and explain the reason you are asking for the order of the agenda to be changed.

**1. Waive the Reading and Approve the Minutes of the April 5, 2023 Meeting with any necessary corrections:**

Commissioner Sehorn moved to approve the Minutes; Commissioner Mueller seconded the motion. **Ayes: Mueller, Olson-Higgins, Sehorn, and Calkins. Absent: Turner. Abstain/Opposed: None. Motion was approved by a 4-0 vote with Turner absent.**

**2. Report on Ridell Trust Funds and Expenditures.**

City Clerk Lisa Linnet stated that the Ridell Trust has a current balance of \$221,865.86 and shows only one expenditure this year of \$668 which was for books and ordered from Lakeview Books by the County Librarian in September of 2022.

**3. Presentation and Discussion of the Library Design & Space Planning Consultant Request for Proposal (RFP) Submittals.**

The results of the RFP were presented by Public Works Consultant/City Engineer Robin Kampmann. City Clerk Lisa Linnet noted that the RFP cost proposals of \$71,870 (COAR); and \$85,517 (LPAS) do not include costs associated with construction materials and labor. These costs are just for the conceptual design and associated plans.

**Commissioner Sehorn:** Stated that she envisioned not moving any walls, adding a door in an existing door frame, painting the interior, new flooring, adding internet connections, reconfiguring the interior spaces, and moving the circulation desk.

**Commissioner Olson-Higgins:** Stated she would like a tutoring room possibly utilizing the foyer; she was informed that the foyer wouldn't meet ADA and Fire Codes for such use.

**Robin Kampmann:** Asked what type of flooring the Commission is interested in having installed; the City estimates if waterproof laminate was installed for part and the remaining being the carpet squares, she estimates it would cost approximately \$50,000 for materials and labor.

**Commissioner Sehorn:** Suggested also considering new shelving throughout.

After further discussion of the RFP Proposals received and the costs associated, a motion was made by Commission Olson-Higgins to reject the RFP's received due to costs exceeding budgeted amount. Commissioner Sehorn seconded the motion. **Ayes: Mueller, Olson-Higgins, Sehorn, and Calkins. Absent: Turner. Abstain/Opposed: None. Motion was approved by a 4-0 vote with Turner absent.**

Commissioner Olson-Higgins then moved to create an Ad Hoc Committee consisting of two members of the Library Commission and the County Librarian (or designee). This Committee

will coordinate and compile a list of suggested Library improvements and provide options to be facilitate such improvements for presentation to the Commission for approval and recommendation to City Council. Councilor Calkins seconded the motion. **Ayes: Mueller, Olson-Higgins, Sehorn, and Calkins. Absent: Turner. Abstain/Opposed: None. Motion was approved by a 4-0 vote with Turner absent.**

Commissioner Sehorn moved to appoint Commissioner Calkins to the Ad Hoc Committee; Commissioner Muller seconded the motion. **Ayes: Mueller, Olson-Higgins, Sehorn, and Calkins. Absent: Turner. Abstain/Opposed: None. Motion was approved by a 4-0 vote with Turner absent.**

Commissioner Calkins moved to appoint Commissioner Sehorn to the Ad Hoc Committee; Commissioner Mueller seconded the motion. **Ayes: Mueller, Olson-Higgins, Sehorn, and Calkins. Absent: Turner. Abstain/Opposed: None. Motion was approved by a 4-0 vote with Turner absent.**

The Ad Hoc Committee will consist of Commissioners Calkins and Sehorn and the County Librarian (or designee). They will schedule the Ad Hoc meetings, take notes of discussions and report back to the Commission. They were advised that they are still subject to the Brown Act.

**E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR: None**

**F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:**

**Turner: Absent**

**Olson Higgins: None**

**Mueller: None**

**Calkins: None**

**Sehorn: None**

**G. ADJOURNMENT: 4:00 p.m.**

The Corning Library Commission serves as an advisory body to the Corning City Council and the Tehama County Library Director on Public Library issues including recommendations for building improvements, improvements to the literary, music and film collection and planning for future library service to the Community of Corning. The Commission provides a public forum for the proposal and discussion of public library services that benefit the Community. Ideally the Commission would encourage community volunteers to work together in the planning for current and future library facility and program needs.

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**Lisa M. Linnet, City Clerk**

Report Date: 07/28/23  
 Run Date...: 07/28/23 11:43  
 Run by.....: MARY BRIMM

CITY OF CORNING  
 G/L Trial Balance - Detail in the Order of Fund  
 For All Accounts

Page.: 1  
 ID # GLTB  
 CTL.: COR

With a Mask of 403 \*\*\*\*\* \*\*\*\*  
 Beginning of.: July 1, 2023 (01-24) Thru Ending of.: July 31, 2023 (01-24)

G/L Account No								Debit	Credit
Ctr	Cal.	Fiscl	Date	Jrnl	Line	Description			
403	1020	9999				Ridell Lib/Trst Pooled Cash			
						Balance July 1, 2023 (01-24)		221,865.86	
** Budget not Applicable **							Activity ---->	.00	.00
						Balance July 31, 2023 (01-24)		221,865.86	
403	3000					Ridell Lib/Trst Beginning Fund Balance			
						Balance July 1, 2023 (01-24)			221,865.86
** Budget not Applicable **							Activity ---->	.00	.00
						Balance July 31, 2023 (01-24)			221,865.86

# CMC ARCHITECTURE

332 PINE STREET, SUITE I, RED BLUFF, CA 96080 // (530) 440-9256 // TONI@CMCARK.COM

**Project Name:** Corning Library Remodel

**Date:** July 25, 2023

**Client Name and Address:**

Laura Calkins & Sandra Sehorn, Library Commission Ad Hoc Committee  
740 Third Street, Corning, CA 96021 (Project Address)  
Laura.calkins@sbcglobal.net // Rsehorn@sbcglobal.net

**Dear Laura & Sandra,**

Thank you for the opportunity to provide the following scope and fee estimate to complete the Design and Construction documents for your interior library remodel. We have broken the project into typical architectural phases with descriptions and deliverables for each phase noted below.

Scope of Work - Interior remodel of existing library building changes to include:

- Revise flow of library, including relocation of circulation desk, computer area, water fountain, book sales area, etc. *Dimensions or cut sheets of already purchased furniture items to be provided by Client.*
- New interior finishes for floors, walls and countertops throughout
- Dedicated study/ tutor room
- Update librarian break area in finish and functionality
- Exploration into removal of existing ceiling tiles.

**Site Visit & As-Built Documentation**

**Estimated Fee: \$600**

At the outset of this phase, a site visit will be made to take as-built measurements. These measurements will then be translated into digital format and become the basis for our design and permit documents. It is assumed we will have access to the existing drawings for the building on an as needed basis.

**Preliminary Design Phase**

**Estimated Fee: \$4,800**

This phase will include creation of the preliminary floor plans, based on site visit findings, provided documentation and discussion with the Client. This will be issued for client review and a final layout will be developed based on client revisions. Once the floor plan is set, preliminary interior elevations will be generated. These will be issued for review and a final layout and interior elevations will be developed.

It is assumed two rounds of revision are included in the estimated fee, multiple revisions may cause an increase in fees. Upon Client's direction we will proceed to the next phase.

*Drawings for this phase include: Proposed Floor Plan, Proposed Interior Elevations, Reflected Ceiling Plan, notating lighting and special ceiling features, if any.*

**Construction Documents Phase**

**Fee to be Provided**

*A fee for this phase will be provided once the scope from the Preliminary Design Phase is determined.*

Construction Documents is the phase that creates the drawings that describe in detail the information required to build the project. These drawings become part of the contract with the General Contractor and are used for all permit submittals and City requirements. Generally included in the fee are bi-weekly team meetings, but this can be tailored to suit the client's needs.

This phase will also include materials selections for the floor and wall coverings, as well as plastic laminate or solid surfacing colors for the counter tops and casework. Two or more options for colors will be provided to the Client for selection. If there is an existing interior design palette in place for the City buildings, the materials will be selected from the palette.

**Permitting Phase**

**Hourly, as needed**

This involves making application for required governmental approval by jurisdictions having authority over the project. CMC will compile the application documents, and address permit comments from the jurisdiction. *Please note, It is assumed the Owner will make the permit application and the permit fees are not included in this Estimated Fee.* Anticipated Fee Range: \$350 - \$600

**Bidding Phase**

**Hourly, as needed**

The Bidding phase involves coordinating with contractors and sub-consultants regarding the project pricing. Due to the limited scope of this project, it is assumed Bidding questions will be minor and this phase will be performed on an as needed basis based on our hourly fee schedule provided.

Note: *It is assumed this project will not be sent for general bid.*

**Construction Administration**

**Hourly, as needed**

Construction Administration is performed on an as-needed basis or as a formal process. A typical process has CMC involved during the entire construction phase. This usually includes weekly site meetings, responding to RFI's, shop drawing and submittal review, and certifying requests for payment from the contractor. We are happy to tailor this phase to your needs, doing as little or as much as you require.

**FEE SUMMARY:**

ARCHITECTURAL SERVICES:

SITE VISIT & AS-BUILT DOCUMENTATION	\$ 600
PRELIMINARY DESIGN PHASE	\$ 4,800
CONSTRUCTION DOCUMENT PHASE	\$ To be provided
PERMITTING PHASE	\$ Hourly, as needed
BIDDING PHASE	\$ Hourly, as needed
CONSTRUCTION ADMINISTRATION	\$ Hourly, as needed

REIMBURSABLE EXPENSES *(See Below)* \$ 200

**GRAND TOTAL FEE ESTIMATE \$ 5,600**

**Miscellaneous Contract Conditions:**

1. We will perform the services described on a **Time and Materials** Basis in accordance with our Contract Agreement, except where noted above. We will not exceed our total fee estimate without prior written approval.
2. **Approximate Start Date:** We anticipate starting your project within two weeks after receipt of signed contract and retainer.
3. **Exclusions to the Contract:** Permitting fees, construction inspection services and any engineering fees not detailed above are not included in our scope of services.

4. Responding to Permit Comments are considered Additional to the above estimated fee, due to their unpredictable nature. This service will be billed hourly, based on the provided fee schedule.
5. Printing is billed as a reimbursable expense. **Estimated: \$200**
6. Progress payments shall be invoiced at the completion of each phase listed above or at 30 days if a phase lasts longer than 30 days and are payable within 30 days of receipt of invoice. Outstanding payments, past 30 days are subject to interest.

If the above terms are acceptable, please sign and date this proposal and return to our office with the **\$600** retainer at 332 Pine Street, Red Bluff, CA 96080. This proposal will be valid for a period of 30 calendar days.

We are more than happy to modify any services or answer any questions about the proposal, so please feel free to call me at 530-440-9256. Thank you again for the opportunity to work with you – we look forward to hearing from you soon.

Best regards,

Date: \_\_\_\_\_

Accepted and Agreed to by:

\_\_\_\_\_

\_\_\_\_\_  
Antoinette McNulty, Architect

# CMC ARCHITECTURE

332 PINE STREET, SUITE H, RED BLUFF, CA 96080 // (530) 440-9256 // TONI@CMCARK.COM

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## FEE SCHEDULE // HOURLY RATES

*Effective January 2022*

Architect	150.00
<i>(Deposition and Court Appearances)</i>	200.00
Architectural Designer	120.00
Architectural Drafter	95.00
Word Processing / Secretarial	65.00
PRINTING:	
Large Format Print / Copies	3.25 each
Half size Large Format Print / Copies	2.00 each
Mylars	15.00 each
Color Photocopies	0.85 each
Black and White Photocopies	0.40 each

*Please Note: Unless alternate arrangements have been made, all invoices are due upon receipt; past due after 30 days.  
A late fee of 1.5% per month will be assessed on all past due accounts.*