



Meeting Notes

Workshop #2

Meeting Date: Wednesday, January 30, 2008 10:00 a.m.

Regarding: **Hovlid Hall Renovation & Addition**
U.W. Stout Campus
Menomonie, Wisconsin

DSF Project Number: 07B2F
SDS Project Number: 0727

Location: U.W. Stout MSC – Red Cedar Hall Conference Room

Present:	Jeff Kosloske	U.W. Systems Administrator
	George Acker	U.W. Stout
	Shirley Klebesadel	U.W. Stout Physical Plant
	Ann Thies	U.W. Stout Dining
	Ben Markl	U.W. Stout Housing
	Scott Griesbach	U.W. Stout Housing
	Phil Lyons	U.W. Stout
	Art Bartels	ESG Architects
	Nicolle VanWie	ESG Architects
	Tom Hanley	SDS Architects

The following matters were discussed:

1. Routine meeting time.
 - Consideration is being given to Tuesday afternoons starting around 2:30 p.m. This would be every other week.
 - Another option would be Wednesday mornings starting around 9:00 a.m. If this is chosen as the option, avoid the first and third Wednesdays and select the second and fourth Wednesdays.
 - The other option is Friday mornings. If this option is chosen, alternating weeks starting with February 8th should be used.
2. Campus Building Committee.
 - This is still being established and part of this will depend on the meeting time that is selected due to student schedules.
3. Phil Lyons will only be able to attend part of this meeting so budget discussions took place first.
 - Tom Hanley reviewed the budgets (see attached).
 - Noted that the cost of replacing the steam line along Broadway is included in the project right now. Question was raised whether this could be funded by a source outside of the project. This will be investigated.
 - After reviewing the budgets, Tom Hanley noted that the project is currently approximately \$3 million dollars over budget and that a best case scenario would be that the project is \$1.2 million dollars over budget.
4. Art Bartels and Nicolle VanWie reviewed preliminary Options 1 and 1A (see attached).
 - Option 1:
 - Noted that there is no need for a freight elevator in either option.
 - There is a small interior ramp at the loading area.
 - There is an elevator included currently at the west end of the east/west corridor. This is optional.
 - The roof plan will include some equipment on the roof, particularly fans. Screening will be an issue.
 - Public restrooms will need to be added to the program for the dining area. Check on parity of the toilet rooms, especially if this is an assembly occupancy.
 - Option 1A:
 - This option is driven by a goal to reduce as much square footage as possible while still maintaining the integrity of the project.
 - This concept includes a covered but exterior dock.
 - There is much less circulation.
 - The corridor for student use to the trash area has been eliminated.

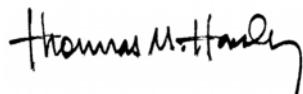
- The link between Fleming and Hovlid has been reduced. This solution relies on greater re-use of existing Hovlid for some of the program functions.
 - The sharing of the dock/trash area is a concern for Food Service relative to access to the Food Service areas and security.
 - The lobby/lounge area to be shared by Fleming and Hovlid was reviewed. The requirements for this were discussed. This is a lobby/lounge for all of the residents of Fleming and Hovlid and does not replace lounge area in Hovlid's first floor.
 - Provides a less "activated" corridor from east to west, as it is narrower and will not allow as much seating or activity use.
 - The restrooms should be placed to allow use on the way out after dining for students.
 - Staff toilet room needs to be included and kept in the project in the back of house with proximity to the break room and locker areas.
 - Shirley noted that access to the Penthouse will need to be provided beyond just a stairway for moving/replacing large equipment.
5. Food Service options were reviewed as follows:
- Option A.
 - Noted that the seating currently shows about 95 for dining. C-Store seating may not be needed. Some of this may be shifted into the dining area.
 - This option includes some of the self-serve items in the servery rather than in the dining area.
 - Option B.
 - Maximizes the seating capacity.
 - Keeps "all you can eat" components in dining.
 - Includes walk up counter for coffee.
 - Greater separation is needed between the C Store and the other functions.
 - The location of the cashier will be important.
 - Considerations will need to be made for after hours use of the area.
 - Ann indicated that Food Service has re-evaluated some of the areas and that their square footage has changed for some of them. This will be updated per information to be forwarded by Ann.
 - Option C.
 - This is similar to Option B.
 - Separation from the C Store from the dining areas is needed.
 - Need control between the C Store and other areas but still need visibility. Suggested division with glass.
 - There may be too much space in the C Store in this scheme. Tighten up.
 - Check on tray storage/drop-off in wash area. Prefer no conveyor.
6. Site concepts.
- Noted that a fire lane is likely needed between new construction and Hovlid. Also may be needed south of Hovlid. This will need to be investigated soon.
 - There is concern with the footprint of the building and the amount of green space left on this sight. Adjustments can be made with the placement of the building and grading to maximize usable site area.
 - Question was raised regarding storm water retention on site. This will need to be investigated. This will also depend on the amount of pervious surface versus impervious from before construction and after.
 - Discussed outdoor dining. Security access to this will be a concern for control of people feeding their friends.
 - The trash will be picked up at the front of a truck. This area needs to be shielded; outside is OK.
 - Meet with the City to discuss crosswalks/truck access/setback variance needs.
 - Modifications at the Red Cedar sidewalk may be necessary to line up with the new walkways.
 - Discussed budgets. A menu for budgets will be provided to Campus based on the current estimates.
 - A loading area size may need consideration. Questioned one outside dock and need for a trash enclosure for Fleming, as the distance to the trash area is long.
 - Discussed move-ins for Fleming and Hovlid at the southeast entry of Fleming.
 - Discussed the possibility of moving the existing volleyball court from the south side of Fleming to somewhere more centrally located, perhaps at the bottom of a hill on the north side.
7. Reviewed several toilet room options for Hovlid. These will be reviewed by Scott further and feedback will be provided.
8. It was decided that the Campus will need time to evaluate the budget scenario. The design will wait for direction from the Campus.

END OF NOTES

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This confirms and records our interpretation of the discussion that occurred and decisions reached during this meeting.
Unless notified, we will assume that the notes are complete and accurate.

Respectfully Submitted,
SDS ARCHITECTS, INC.

A handwritten signature in black ink that reads "Thomas M. Hanley". The signature is written in a cursive, slightly slanted style.

Thomas M Hanley
Vice President/Architect

TMH/cmj

Attachments

C: All Participants
SDS File 0727.12.20