



SDS Architects, Inc. • 205 N. Dewey Street • Eau Claire, Wisconsin 54703-3537

Meeting Notes

Workshop #5

Meeting Date: Wednesday, April 9, 2008 9:00 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, Red Cedar Hall – Room 140

Present: See scanned Sign-In Sheet attached

The following matters were discussed:

1. Schedule
 - Discussed the possibility of a Campus presentation. This will be decided at a later date; SDS to be informed.
 - Change the next meeting date from May 7 to May 14. Tom Hanley is to forward breakout meetings needed for this date and the time required for each of the meetings to George Acker for coordination and distribution.
 - Tom Hanley will meet with Tim Luttrell and Campus on Friday, April 18 to discuss budget issues.
2. Current concept.
 - Tom Hanley gave an update on the meeting with the City. Fire Dept. issued a letter with their requirements for the site, noting with these requirements that the current concept is acceptable. Requirements include:
 - Adding fire hydrants along Second Street.
 - Signing the loading dock area as "No Parking".
 - Including stand pipes in the Hovlid building.
 - Requiring that there is ambulance turnaround space at the pedestrian walkway.
 - Sizing the elevators to allow stretchers in the prone position.
 - Briefly reviewed the storm sewer concept. Discussed with the city and the modifications on Second Street that may be included in the project, such as traffic calming and curb modifications.
 - Reviewed the basement plan. Noted that the basement currently indicates approximately 4200 sq. ft. for the large open area, 1300 sq. ft. for the meeting area, 1400 sq. ft. for the storage and 1500 sq. ft. for mechanical. The current plan indicates a full basement throughout the addition.
 - Reviewed the reflected ceiling plan.
 - Discussed different ceiling options.
 - Noted there are concerns with shelves (that can catch food that is thrown over them).
 - Noted that the Campus provides 2x2 tiles where lay-in ceilings are used.
 - Individual stations will be used at the serving and the ceiling should reflect that.
 - Discussed the possibility of using exposed wood beams and wood deck.
3. Reviewed the Hovlid floor plan.
 - More room is needed on the Women's Toilet Rooms between the sinks and the toilets.
 - Use the same toilet room layout for Floors 1 through 4. This will result in the loss of one student room on the first floor but additional rooms have been gained in the current design.
 - Discussed the entry area/lounge. Noted that Campus desires a more direct path to the bridge area. Still some reservations about the appearance and the traffic patterns within this area. Alternative options are to be reviewed.
4. Discussed the Foodservice layout.
 - Discussed alternatives for the tray drop area.
 - Discussed traffic flow patterns through the area. Plans in the future will try to streamline the flow of customers in here.
 - Discussed omitting one cooler door to allow more work space at the ale carte area.
 - Mop sink in dish room area desired if possible.

- Briefly discussed hood needs. Also discuss entrances and exits into the Foodservice area and where grilles versus doors are possible.
 - It was noted that some of the Foodservice equipment such as pass throughs are not currently indicated on the plan. It will be important that Sheila verify that all of the equipment necessary will fit into the area that has been indicated on the current plans.
 - Noted that there are currently 176 seats in the dining area. Also noted that this is using a strict table layout and does not include soft seating. This should be considered a best case scenario with 176 seats.
 - Program for the food service delivery has changed to a full service rather than serving only.
 - Discussed concern over enough seating being available. Without JTC, the population of the North Campus will drop from 900 to 700. This will be considered the student center of the North Campus – a hang out area.
5. Discussed the area behind the elevator at Hovlid. This may be storage or an elevator equipment room or other type of usable space for things such as printers.
6. Discussed a preference for two-tops for counters for the corridor rather than fixed counter surface.
7. Discussed the possibility of simply replacing the exterior walls around the toilet rooms in existing Hovlid.
8. Reviewed the budget with the following comments.
- Noted that what is currently called Special Equipment should be changed to Movable Equipment. Campus will verify if these numbers are appropriate. ESG will also do a check test on these numbers based on their experience.
 - Noted that the current budget indicates shell space only for the lower level of the new construction.
 - It is anticipated that this area may be simply left as a sand floor.
 - Tim Luttrell gave three scenarios for consideration.
 - Have this area fully designed and bid as an Alternate as a finished space.
 - Have it designed as shell space with the idea that it would be designed into the project this summer
 - Design it as shell space with sand floor for finishing under a future project.
 - Campus will consider these options.
 - Tim noted that in order to accomplish the first option, which is designing it fully and bidding as an Alternate, the Campus would need to commit to the funds for this by this summer.
 - Discussed the need for a generator. Check to see if Foodservice load/coolers/freezers are able to be carried on this.
 - A breakdown of the budget between Housing and Foodservice is to be provided by Tom Hanley within the next few days.
 - Tim suggested pulling all the landscaping funds out and moving them “below the line” to be considered as an allowance in the project.
 - At this time the movable equipment is to be left in the project.
9. Next meeting will be held on May 14.
- At this meeting there will be an overview and then there will be separate breakout meetings.
 - Review of some of the samples of exterior products and interior products intended with the current budget.
10. Sheila is to provide Ann with a comprehensive list of equipment with the budgets for her review.

NOTE: Images used in the meeting were sent by separate email prior to the meeting.

END OF NOTES

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.



Thomas M Hanley
Vice President/Architect

TMH/cmj

Attachments

C: All Participants
SDS File 0727.12.20



APRIL 9
HOLIDAY WORKSHOP IS.
SIGN-IN SHEET.

Sheila Palinkas
George Aker

Mackesy Assoc
UW-STOUT

Tim Luttrell

DSR

Ann Thies

UW-Stout

Jim Selz

UW-Stout

Chris Ziegler

Housing - Student Rep

Ben Markl

University Housing

Phil Lyons

Student Life Services

Scott Griesbach

UNIVERSITY HOUSING

Shirley Klebesadel

UWSTOUT - PHYSICAL PLANT

ART B

NICOLE

Tam H.