



3201 Stanley Street, Stevens Point, WI 54481, 715-345-5000, www.elliswi.com

Design Meeting #12 – Minutes Construction Documents

Holy Spirit Catholic Parish – Addition and Remodeling Ellis Office – Lower Level February 13, 2019

Attendees

Lee Olsen, Holy Spirit
Fr. Steve Brice, Holy Spirit
Chris Burch, Holy Spirit
Rick Zahn, Holy Spirit
Bob Hollar, Holy Spirit
John Krupka, Holy Spirit
John Clifford, Holy Spirit
Michele Miller, Holy Spirit
Jim Anderson, Ellis Construction
Steve D. Chizzo, Ellis Construction
Soua Cheng, Ellis Construction

Previous Meeting:

Design Meeting #11 – 2-6-19 (minutes not reviewed)

General:

1. The two main goals for this meeting were to finalize the site plan and review and finalize the design of the building exterior.
2. A discussion item added during the meeting pertained to the upcoming submittal to the Diocese and the projected project costs, cash flow, estimated contributions, etc.

Diocese material and meeting:

1. There will be a conference call with the Diocese at the start of the next design meeting: 3:00 pm on Wednesday, February 20.
2. The necessary materials will be sent in by Lee by the end of this week. The materials include plans, a general timeline and a financial statement and funding plan for the project.
3. Due to the projected construction costs and estimated financial pledges at the end of Phase 1 (February 2020), the committee decided to move the following construction items to Phase 2:
 - Rectory parking lot,
 - Removal of Rectory,
 - Casket Lift (walls and doors would be included now)
4. After the projected construction costs were presented at the last meeting, it was decided via email communication that the costs for the “big” parking lot are to be deleted from the project. The parking lot won’t be replaced unless either more funding can be obtained or minor changes to the plans reduce overall project cost down a little to accommodate this work.
5. As part of the Diocese conversation it is expected that Ellis will be approved to continue through the next phase of design work. As part of this phase Ellis will solicit bids from a select group of masons to lock in a suitable sub-contractor for this major portion of the work. This will happen in March.

Building exterior:

1. Two options were shown for the stone accent band:
 - One option was the “G.K.” design showing the stone accent band curving over the round-top windows.
 - The other option showed the stone band stopping at the windows and brick soldier course and accent band extending above the window. (this was approved)
2. The stone accents are planned to be real limestone, which is cost competitive with cast stone when used as basic accent pieces. Cast stone can be priced as an alternate if necessary.
3. The stone cap for the parapets is deleted and prefinished metal cap flashings will be used.
4. Stone caps will still likely be used at the end of the canopy, along with large granite stone at the base of the columns, to fully match the existing church.
5. The brick for the new addition should match to the existing west addition. (not the church or east addition)
6. A metal soffit and fascia should be used at the canopy in lieu of EIFS. Gutters and downspouts will be needed as well.
7. The raised area in the Gathering Space that contains clerestory windows and a taller ceiling above the stairs to the Sanctuary will be deleted and a large octagonal skylight and a consistent ceiling height will be designed instead.
8. A wider stone band should be used around the three large windows on the east side. No accent band necessary on that “bump-out” but the addition of quoined corners is good.

Site plan:

1. There are two lanes under the canopy that are both one way to the north. Directional signage will be paramount to avoid conflicts.
2. The existing fence around the parking lot will be removed.
3. Two (2) light poles should be figured, one to the south of the canopy and one adjacent to the north driveway. Note that the electrical designer will do a photometric study to determine if the north pole can be omitted.
4. The location of a bike rack needs to be identified.
5. There will be two (2) ground signs, one on the north by the driveway and one at the new southeast parking lot.
6. The submittal to the City will include both the work necessary at the new addition, and the entire “big” parking lot. The City will review the entire project as one, to determine parking, setback, etc.
7. The submittal to the State will only show the work at the new addition and not include the big parking lot, in order to avoid any potential problems with the site work exceeding one acre and requiring stormwater retention. This should not have an affect on the future parking lot work as that, too, should be under an acre in size.

HVAC on roof:

1. There are a few options to replace the HVAC system in the Sanctuary, some more viable than others considering the size of the equipment, ducts, etc.:
 - Option 1 – try to get all equipment into the attic. (not feasible)
 - Option 2 – provide individual air units beneath the stained glass windows
 - Option 3 – provide ductwork and fan unit(s) in the basement
 - Option 4 – install one or two big HVAC units on the roof over the east entry
2. Option 4 was presented but the committee felt that the visibility of the unit and ductwork on the roof detracted from the appearance of the church. Utilizing two units instead of one larger unit had the same effect.
3. It was suggested that a full-size plywood mock-up be constructed on the roof – this may still be done at some point.
4. The direction from the committee is for Ellis to present plans and information to better clarify and describe each option. Pricing and efficiency will also be researched as much as possible.

Upcoming Design Meetings:

1. ~~Weds. Feb. 13~~ - ~~Exterior design of the addition and site plan.~~ **DONE!**
2. Weds. Feb. 20 - **Diocese call**, Gathering Space, Multi-Purpose Hall and Kitchen.
3. Weds. Mar. 6 - **Kitchen**, Doors, windows, relocation of stained glass, etc.
4. Weds. Mar. 20 - HVAC, plumbing, electrical, A/V, security, etc.
5. Weds. Apr. 3 - Cabinets, furniture, finishes, Sanctuary design
6. Weds. Apr. 17 - Final review of plans and spec's
7. Note that keying discussions will occur later with the vendor for the doors/frames/hardware.
8. Sanctuary design decisions can be finalized after the GMP is set if necessary, as long as additional costs are not added.

Action Items

- Ellis
 - o Get conference call-in information to Lee.
 - o Move forward with plans to get masonry contractor hired early
- Holy Spirit
 - o Finalize the materials and submit to the Diocese.
- Rettler
 - o Revise plan and submit documents to the City for project approval in March.

Attachments

- *Holy Spirit – DD C300 site plan.pdf*
- *A400 – DD elevations – 2-4-19 – with quoins.pdf*
- *Clerestory Windows – Option not chosen 2-13-19.jpg*
- *Octagon Skylight – Option chosen 2-13-19.jpg*

Next meeting: Wednesday, February 20th at 3:00 pm.

If any of the preceding minutes are not per your understanding, or if there are items missing which you would like added, please notify sender of such updates within (2) business days of receipt of these minutes. Minutes will be amended and redistributed as necessary.

----- END OF MEETING MINUTES -----