



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

Design Meeting #8 – Minutes Design Development

Holy Spirit Catholic Parish – Addition and Remodeling Ellis Office – Lower Level December 19, 2018

Attendees

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

Previous Meeting:

Design Meeting #7 – 12-5-18 (minutes not reviewed)

General:

1. The main goal for this meeting was to review site design prepared by Rettler Corp.
2. A secondary goal is to discuss the work in the Sanctuary.

Site Design:

1. The existing workshop and garage should remain as-is. (also used for storage of Easter items, etc.)
2. There are about 40 parking passes issued for daily use of the parking lot for school teachers.
3. The roof water from the south side of the church enters pipes that drain under the green space to the east of the existing Rectory.
4. The new parking lot in the southeast corner of the property, to replace the Rectory, will require green space for stormwater retention. Typically there is access to storm sewer for overflow of the detention area, but no storm sewer is available in this area of either Fremont Street or High Street.
5. The ramp to the new west entrance is extended further to the west than originally shown on earlier schematic designs.
6. The amount of retaining wall, railings, etc. is increased along with the ramp.
7. The accessible parking stalls and accessible route still works as planned.
8. Due to existing slopes, the window wells along the north side of the school need to be raised up to prevent water from getting in.
9. The existing asphalt paving is in really bad shape and should be removed, milled and replaced, along with new striping. This is currently not in the budget but can be identified as an alternate price if necessary.

10. **The plan presented by Rettler is approved.** Rettler will now meet with the City regarding stormwater requirements and parking requirements in order to finalize the design.
11. Parking: (west lot only, not including Rectory lot or stalls removed where new building is set)
 - per the Rettler survey there are 116 parking stalls,
 - the proposed plan shows 77 parking stalls. (a net loss of 39 stalls)
 - if the new ramp system is *not* built, the current striping would still need to be modified for proper space and layout, but it appears there could be up to 107 stalls.
 - For 76 to 100 stalls, 4 accessible stalls are required; 101-150 = 5 stalls.
12. Rettler will count the applicable on-street parking stalls around the site.
13. Rettler will work with the City to determine how much parking would be lost to screening, islands, etc. depending on the extent of new / replaced paving.
14. Holy Spirit should inquire with the City and/or University if there is any chance to have Stanley and/or Reserve Streets abandoned, which could increase the available area for Holy Spirit parking.

Gathering Space:

1. The door to the Kitchen from the Gathering Space is now shown in an alcove bumped out to the east.
2. The exit door should be 3'-4" wide minimum to facilitate carts, etc.

Sanctuary:

1. Lee checked with the Diocese regarding any design details or direction they may have for the Sanctuary – a document was given to Steve for review, along with contact names at the Diocese for design and painting.
2. The Baptismal Pool should have a pool for immersion and a taller basin for babies. There will likely be water in the basin all the time, but the pool should be drained if possible.
3. The ramp design is good, with the landing and small stair at the back.
4. Because there is not a 30" drop-off a full guardrail is not needed, only a steel pipe or wood handrail (and supports) are needed. Design options will be prepared.
5. The existing altar platform should be extended north to the new ramp. The baptismal pool can be recessed into the platform for ease of getting in/out.
6. Ellis should consult with the painter recommended by the Diocese, along with maybe Conrad Schmitt, to help with pricing and establishing the scope of work. Rice Painting, a local company, is who Ellis was going to talk to for DD pricing, but if the others are interested in assisting us that would be welcomed.
7. Sanctuary painting:
 - Base Bid to paint the walls, fix cracks, clean louvers, etc. retaining the current level of detail, accent striping, number of colors, etc.
 - Alternate for a more fancy appearance – perhaps more accent colors or stipes.
 - Alternate for a cheaper alternative – perhaps just patch and paint the main color only.
8. Steve, Soua, Chris B. met on-site with Michael Begley, a lighting supplier, who assured us that backlighting the stained glass windows is possible. We discussed an exterior daylight sensor to regulate the LED light levels behind the windows to match the exterior light behind the other windows. We also discussed spot light options for the hanging cross.
9. Additional exit lights should be installed to direct people to the correct exit doors.

Gathering Space Options:

1. Floor plan options A2.1, A2.2, A3 and A4 were prepared in case the exterior ramp system wouldn't work. These options were not discussed but are included with the minutes for review if desired.
2. A ramp is nice instead of an elevator, but requires a lot of space.
3. A casket lift may be utilized instead of a full elevator, which would save a lot of money but may not be the most desired operation because there would be no riders, only the casket. This is also a custom sized unit.

Miscellaneous Notes:

1. Lee has been in contact with the Diocese about the approval of the plans. We are to submit the plans at least two (2) weeks before their meeting. Their meeting will be set up in February so we can have the DD pricing done before that.
2. The Diocese will want to review the plans, interior design, colors, financials for the project, etc. at that meeting.
3. Also required is a demolition plan in the existing building so their consultant can check for asbestos and create a remediation plan if needed.
4. The wood framing supporting the bells in the bell tower should be replaced. The proposed cost of \$12,000 should be used as a placeholder, but the bell service technician will be contacted for more information as to the potential scope of work needed.

Decisions Made:

1. Move forward with the proposed site plan.
2. Make adjustments noted above for the baptismal pool area.

Action Items

- Ellis
 - o Contact the MEP consultants for a status of their plans and designs.
 - o Contact painting studios as necessary for more information on Sanctuary painting.
 - o Try to find a suitable design and source for the baptismal pool/font.
- Holy Spirit
 - o Try to find a suitable design and source for the baptismal pool/font.
 - o Contact the bell service technician for a possible visit to discuss the work needed.

Attachments

- "C400.pdf" (proposed site plan)
- "C100.pdf" (existing site survey)
- "A1 - FLOOR PLAN 12-19-18.pdf"
- Plan Sheets A2.1, A2.2, A3 and A4 are included but were not discussed. One of these options would be used if the exterior ramp on the site plan was not used.

Next meeting: Wednesday, January 2nd at 3:00pm.

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 -----