



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

## **Design Meeting #16 – Minutes** Construction Documents

### **Holy Spirit Catholic Parish – Addition and Remodeling** Ellis Office – Lower Level March 27, 2019

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#### **Attendees**

**Father Steve Brice**, Holy Spirit  
**Lee Olsen**, Holy Spirit  
**Chris Burch**, Holy Spirit  
**Michele Miller**, Holy Spirit  
**John Krupka**, Holy Spirit  
**Kevin Czerwinski**, Holy Spirit  
**Rick Zahn**, Holy Spirit  
**Wendy Mitch**, Holy Spirit  
**Bob Hollar**, Holy Spirit  
**Steve D. Chizzo**, Ellis Construction  
**Soua Cheng**, Ellis Construction  
**Brandon Kohls**, Ellis Construction

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#### **Previous Meeting:**

*Design Meeting #16 – 3-13-19*

*(minutes not reviewed)*

#### **General:**

1. The first goal was discussion of the potential problem with the Newman Center sale.
2. Other goals for the meeting are to finalize the cabinet design and interior finishes.

#### **Project Finances:**

1. The University's funding to purchase the Newman Center was cut by the legislature. This sale is an instrumental part of funding Phase 1 of the construction project.
2. Ellis reviewed the Design Development costs to see what items could be cut if needed to balance the finances to the project costs. If the NW parking lot and the SE parking / Rectory razing are deleted from the project, the cost savings are close to the amount lost if the Newman Center is not sold. It appears that cuts could be made to the construction project.
3. A commitment from UWSP is still paramount to the construction project going ahead as planned, especially for Phase I.
4. Father Steve (and others) will be contacting the University to continue discussions. The intent is to still sell the Newman Center at a price that can support the Holy Spirit construction project. It is desired that the sale be to the University, but a private sale is still a possibility.
5. Ellis will finish the construction documents and get 'hard bids'. The final GMP (guaranteed maximum price) will then be compared to the final funding projections and adjustments to the project will be made if necessary.

#### **Sanctuary:**

1. We did not discuss the Sanctuary design, as there hasn't been changes to the original design concepts, and the construction details haven't been worked out for further discussion.

2. Painting of the Sanctuary was discussed in order to decide on which painter to hire, Church Interiors or Rice's Painting. Both quotes are very close in cost and appear to be 'equal'.
3. Rice's Painting wishes to use an articulated boom lift, which will require shoring of the wood-framing floor. Church Interiors will utilize scaffolding. Both companies stated that the pews staying in place would not be a problem and they would move individual pews as needed.
4. The committee decided that Ellis ask Church Interiors if they'd like to just do the design work, and if so, what that fee would be. It would be easier for Rice's Painting to do the work because any design questions are answered, or additional painters could bid the work. The committee also requested that Conrad Schmitt Studios be contacted to price this project.
5. Ellis has a 'placeholder' cost in the budget that should cover either Rice or Church Interiors.

#### Cabinets:

1. Kitchen to have stainless steel countertops on plastic laminate cabinets. A stainless steel free-standing table will also be purchased from the kitchen equipment supplier.
2. The Storage room by the Kitchen will have laminate shelves, cabinets, etc.
3. Minor changes to the Kitchen layout can still be accommodated if the Kitchen sub-committee requires it.
4. The low counter of the center work table in the Kitchen should be high enough to clear the armrests of a wheelchair.
5. The coffee area in the Multi-Purpose Room will have solid surface countertop with stainless steel drop-in sink, and plastic laminate cabinets.
6. Admin. and Work room to have laminate cabinets and countertops, with undercabinet lights in all areas. There were a few changes to drawers, etc.
7. Conference room to have solid surface counter with stainless steel drop-in sink. The upper cabinets will be 24" above the counter, but no undercabinet light.
8. A drywall soffit will be used above the wall cabinets in the Conference Room and at the coffee area, but not in any other rooms.
9. The pass-thru window at the Admin. wall should be lockable, and have a little counter.
10. The Pastor's Office will be all furniture, so bookshelves match the desk system.
11. Bookshelves in the Library will be built-in on the east wall. A 30"x60" laminate table with large carpet glider feet will also be needed. (not wheeled casters)

#### Finishes:

1. The pattern for the LVT in the Multi-Purpose room is set, but the actual tile colors need to be chosen.
2. The ceramic tile for the Gathering Space is chosen.
3. Plastic laminate, solid surface, paint, vinyl base, etc. have not been chosen yet so further discussion is needed during shop drawing review before ordering materials.
4. We also need to work out some color selections and styling in the Sanctuary as we get closer to that work actually proceeding.

#### 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. **DONE!**
- ~~3. Weds. Mar. 6~~ ~~Feb. 27~~ - ~~Kitchen~~, Doors, windows, relocation of stained glass. **DONE!**
- ~~4. Weds. Mar. 20~~ ~~13th~~ - HVAC, plumbing, electrical, A/V, security, etc. **DONE!**
- ~~5. Weds. Apr. 3~~ ~~Mar. 20~~ - ~~Building Committee at Rectory to discuss schedule~~ **DONE!**
- ~~6. Weds. Mar. 27~~ - ~~Cabinets, furniture, finishes, Sanctuary~~ **DONE!**
7. Weds. Apr. 17 **10th** - Final review of plans and spec's

- Note that keying discussions will occur later with the vendor for the doors/frames/hardware.
- Sanctuary design decisions will be finalized at a later date, but the plans will be completed as much as possible so costs are reflected in the GMP.

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**Action Items**

- Ellis
  - o Contact Church Interiors about the possibility of design only.
  - o Contact Conrad Schmitt Studios about a price for design and installation.
  - o Get the plans done!
- Holy Spirit
  - o Further discuss the Newman Center sale with the University.
  - o Finalize the Kitchen design and equipment selections.

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**Attachments**

- A900 – INTERIOR ELEVATIONS w notes from 3-27-19 mtg.pdf

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***Next meeting: Wednesday, April 10th at 3:00 pm.  
- This will be a final review of the plans, and the last scheduled meeting. -***

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*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.*

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

