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No. 004
601701

Project No.

Project Title: *Suamico Public Safety Building*

Meeting Date: 2019, 11-20

Location: Suamico, WI

Subject: Schematic Plan & Site Review

Item	Ball in Court	Description	Status	Started	Due
1	FBD	Reach out to selected geotechnical consultant to begin mobilization and coordination with other Village project	Initiated		
2	FBD	Coordinate and complete SD package to give to Zeise for SD Estimate	In-Progress	11-21-2019	12-09-19
3	Zeise	SD Estimate	Initiated	12-09-19	12-16-19

TOPICS DISCUSSED:

1. Schematic Site Plan:
 - a. After discussions with the Wisconsin Public Service, the site surveyors, and the structural engineer, it has been determined that the proposed facility and future addition needs to be located at least 6' off the gas line.
 - i. The proposed facility and future additions do fit within the restrictive site setbacks.
 1. Locating the facility within these setbacks, the front apparatus apron will be approximately 110' from the street, where the national trend is to have the apparatus be only 75' - 80'.
 - ii. The Geotechnical consultant can have the go-ahead to begin mobilization and testing.
 1. FBD will coordinate this mobilization with the Village and Ayres Associates as Ayres and the Village are working on another project nearby and would like to share the mobilization costs.
2. Schematic Plan Review First Floor:
 - a. Entrance vestibule:
 - i. The Village likes that there is a window from the vestibule into the Open office area. This window should be equipped with a speaker hole and not a slider in order to mitigate outside weather temperatures (hot or cold) from competing with our HVAC systems.
 - b. Conference Room:
 - i. Can this room be made larger in order to (at a minimum) have more space or to (ideally) hold twelve people? If the room can only hold ten, larger groups could meet in the classroom.
 - c. Elevator Equipment Room:
 - i. Can this space be made smaller? Can we consider a Machine Room Less elevator so we are able to repurpose that space?
 - ii. Add a door to that room
 - d. Classroom:
 - i. Would like to see access from the classroom to the POC / apparatus bays as shown on the conceptual plan.
 - ii. If the Decon spaces could be made smaller, it would be nice to have more space in the classroom for circulation behind the last row of tables and chairs.
 - e. POC:
 - i. Install a window between the POC and the apparatus bays.
 - f. Hose / Training Tower:
 - i. Door between Hose / Training Tower and Apparatus Bays to be a coiling door.
 - g. Apparatus Bays:
 - i. Would like a under carriage wash for the returning apparatus.
 1. This would be installed in three bays only
 2. The Department will look for potential donors for this additional cost.
 3. The Department will send FBD further information on the requirements needed
 - ii. The Department would like a fire pole from the second floor down to the first floor.
 1. Fire poles to require additional space and can be costly, which deterred the Department from furthering that conversation.

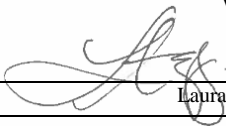
- h. FBD would like to reconsider the hallways and access from the administrative areas to the apparatus bays and from the apparatus bays to the Gear Laundry spaces. If it's possible, combine this circulation into one.
 - 3. Schematic Plan Review Second Floor:
 - a. Overall the Village and Department like the floor plan and the layout of the kitchen, dining, and day rooms.
 - b. Dorms:
 - i. Five dorms are indicated on the plan, however only four will be needed initially.
 - 1. The dorm room off the Day Room will be used as a Report Writing Office initially.
 - a. Keep the lockers as shown so the room can be made into a dorm easily and inexpensively in the future.
 - b. This room will house desking space for two occupants and computers.
4. Budget
 - a. FBD will work with their team to complete the SD narratives package by December 9th. At that time, the package will be given to Zeise to provide their SD estimate. The SD plans, narratives, and budget will be given to the board for SD approval on December 16th.
5. Schedule
 - a. The Village and Department will be able to meet during the day if it is easier to schedule meetings then, verses evening meetings.
 - b. The draft schedule has the following bench mark dates.
 - i. Schematic Design Approval: December 16, 2019
 - ii. Design Development Approval: January 27, 2020
 - iii. 95% Final Owner Review: February 26, 2020
 - iv. Drawings Issued for Bidding: March 5, 2020
 - v. Bids Received: March 26, 2020

The above minutes represent Wendel's understanding of the major topics discussed. Please provide additions/deletions to the undersigned within 5 business days of receipt.

Prepared By:

Wendel

Signed:



Dated: 12-2-2019

Printed Name:

Laura A Eysnogle
