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**No. 001
 601701**

Project No.

Project Title: *Suamico Public Safety Building*

Meeting Date: 2019, 08-07

Location: Suamico, WI

Subject: Project Kick-off

Attended?	Initials	Name	Company
X		Dan Roddan	Village of Suamico – Village Trustee
x		Michelle Eckert	Village of Suamico – Village Trustee
x		Alex Kaker	Village of Suamico
X		Jeremy Ebner	Suamico Fire Department
X		Chris Gabryszek	Suamico Fire Department / County Rescue
X		Jerry VanDenPlas	Suamico Fire Department
X		Troy Noe	Suamico Fire Department
X		Rob Zastrow	Suamico Planning Commission
X		Bill Sturke	Suamico Fire Department
X		Scott Wesa	Suamico Fire Department
X		Robert Euclide	Suamico Fire Department
X		Jim Kowalkowski	Suamico Police Department
X		Brent Ward	Suamico Fire Department
X		Mike Schneider	Village of Suamico - Village Trustee
X		Steve Gausman	Wendel / Five Bugles
X		Robert Kryzanowski	Wendel / Five Bugles
X		Jim Schmidt	Wendel / Five Bugles
X		Laura Eysnogle	Wendel / Five Bugles

Item	Ball in Court	Description	Status	Started	Due
1	Wendel / Five Bugles	Write RFP for site survey	In progress	8-8-2019	8-15-2019
2	Wendel / FBD	Coordinate with City Engineer to determine if test Geotech is needed before design continues	In Progress	8-8-2019	8-15-2019
3	Chris Gabryszek	Cost considerations for EMS relocating to new facility	In progress	8-8-2019	9-15-2019
4	Troy Noe	Cost considerations for having Fire Fighters train off-site	In progress	8-8-2019	9-15-2019
5	Village of Suamico	Location of fiber optic lines	In progress	8-8-2019	9-15-2019
6	Village of Suamico	Decision on if the EMS is to join this facility at any time in the future	In progress	8-8-2019	9-15-2019

TOPICS DISCUSSED:

1. Introduction of Meeting Participants
2. Roles and Responsibilities – Communication Protocol
 - Wendel/FBD – All communication to the design team should go through Robert Kryznaowski, cc'ing Laura Eysnogle
 - Owner – All communication to the Owner will go through Alex Kaker.
 - Information Dissemination
 - i. It was suggested that information that will be posted on the Village website should be broken up per topic to allow for more streamline information gathering
3. Project timeline and expected deliverables.
 - Construction is slated to begin in March of 2020
4. Project Review
 - Review scope of project and tasks at hand.
 - I. Review project study
 - II. Review project scope, programming and conceptual drawings for new facility.
 - a. Discuss Training Facilities
 - a. The importance of proper training facilities was discussed. Challenges of having training off-site include time for volunteers to get there, time off work, cost to drive, cost of hotels and meals when necessary, cost of the course,

and considerations of how many volunteers the department can have away from the district at one time and still fully serve the needs of the Village.

- b. Chief Noe will pull information together to reflect the costs, time allocation, and needs of training off-site.
- c. Wendel/FBD emphasized that the overall cost to add the training facilities can be minimal.
- b. Discuss EMS
 - a. The EMS portion of this facility is not a definite in the design at this time. The group will review the cost/revenue to have them join the facility versus the costs to have the facility without them. The design and layout for the location of the dorms, the site design, and future expansion will all depend on if the EMS were to ever be part of this facility, or if the EMS were to never be part of this facility.
 - b. EMS space shown in concept plan is “best case”. EMS team will review allotted spaces to right-size their space.
 - c. Some trustees are concerned with the concept of EMS being at this facility. They would like to see numbers indicating what revenue it would bring to the project and the Village, why this partnership would help the Village and what their space would cost to design and construct.
 - i. Wendel/FBD will be able to break out the cost of the EMS related areas for this budget.
 - ii. County Rescue will create a budget to reflect what rent they would bring into the Village.
 - d. If EMS were to move into this facility, their current facility would be sold, allowing for it to become a taxable site for the Village.
 - i. When considering the cost of the EMS portion, the Village will consider what revenue would be created by their rent.
 - e. Wendel/FBD will need to know if the Village would like to do EMS now, or at any time in the future. The site is limited. This space allocation on one or two floors will impact overall building footprint.
 - f. Wendel will consider a plan option to put the EMS dormitories on the second level of the facility. These rooms will need to be isolated from the Fire dormitories since the EMS has on average three overnight-calls per night.
 - g. Wendel/FBD would also like to consider the vehicular traffic patterns into the EMS portion of the facility
- c. Discuss dormitories
 - a. Fire dorms will remain on second level as shown in the concept plans unless it is determined that EMS will never relocate to this location.
- d. Discuss Total Project Budget
 - a. Village Trustees would like Wendel/FBD to consider cost implications of all jogs and corners in construction, in order to make this facility in the most economical manner possible.
 - b. Village Trustees want this facility to be strong, to be able to withstand storms, and to be a facility the community can be proud of.
 - i. Wendel/FBD will pay close attention to construction methods and finishes, both exterior and interior, to balance the durability, lifecycle, maintenance, and aesthetics of the facility.

III. Site

- a. Discuss process of Geotech and site surveys
 - a. There is concern from community members that the site has wetland areas. This delineation will be determined by a site survey.
 - b. There is concern from community members that this ground is swampland and unsuitable for a built structure. The Village has done some test digging on the site to begin exploring this theory. Wendel/FBD will work with Peter Kolaszewski from Ayres to determine if these test diggings are adequate to begin building design on, or if Geotech test pits are needed before the design work will begin.
 - i. Geotech testing is needed during the design of the facility, Wendel/FBD will write the Geotech RFP for the Village to approve.
 - c. Wendel/FBD will write RFP for the site survey for the Village to approve. Once approved, Wendel/FBD will send the RFP to qualified local firms.
- b. Powerlines running through site will be buried underground by power company

IV. Construction Manager Updates

- c. No decision has been made by the Village of Suamico about the construction delivery method.

5. Other items and/or questions

- The IT room within this facility would serve as the Disaster Recovery space for the community. This necessitates the need for fiber optics to be brought to the site.
 - i. The Village will confirm where the fiber optics are currently located.

6. Schedule tours of other stations

- Wendel/FBD will lead members of the design committee on tours through Marshfield Station No. 1, Chippewa Falls Station No. 1, and Eau Claire Station No. 10. Alex will coordinate schedules for the Village of Suamico and get possible dates to Wendel/FBD.

7. Set Next Meeting Date and Tentative Agenda

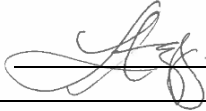
- Next meeting date will be set after tours of the facility have been conducted.

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:

Printed Name:

Laura A. Eysnogle
