



## Design Meeting #9 – Minutes

### Design Development

## Holy Spirit Catholic Parish – Addition and Remodeling

Ellis Office – Lower Level  
January 2, 2019

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### Attendees

Fr. 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  
Jim Anderson, Project Manager, Ellis Construction  
Steve D. Chizzo, Architect, Ellis Construction  
Brandon Kohls, Estimator, Ellis Construction  
Sousa Cheng, Interior Designer, Ellis Construction  
Chase Rettler, Rettler Corp.  
Joel Skinner, Church Interiors  
Tim Pann, Southport Engineered Systems (*webex*)  
Rick Kornecki, (*webex*)

verify list with Jim's list  
also Joel Skinner, Chase Rettler  
phone: Tim Pann, Rick Kornecki

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### **Previous Meeting:**

*Design Meeting #8 – 12-19-18*

*(minutes not reviewed)*

### **General:**

1. The main goal for this meeting was to decide which route to go for the site design: raise the new building with exterior ramp and stairs or keep the new building low with interior stairs and ramp and/or lift.
2. The painting work in the Sanctuary was discussed.
3. The HVAC, plumbing and electrical work was discussed.

### **Sanctuary Painting:**

1. Joel Skinner from Church Interiors Inc. visited the Sanctuary and attended the meeting.
2. Church Interiors has done several projects in the area, including work at Saint Peter's in Stevens Point, and at least one church in Wis. Rapids.
3. The overall condition of the Sanctuary is pretty good, but there are several locations that need repair and full patching to restore the plaster surface.
4. Patching of the surfaces will be included in their scope of work, as well as scaffolding, drop cloths, stenciling, etc. for a complete project.
5. Refinishing of the pews is not included in the Ellis budget right now. Relocating the pews for the painting work is also not included but could be done by volunteers.
6. The overall duration for painting will likely be 12 weeks.

7. The carpet at the Altar area should be figured to be new because of the baptismal expansion and new ramp.
8. The carpet for the rest of the church could be figured as an alternate.
9. A concrete baptismal pool with tile surfaces is recommended instead of a fiberglass unit.
10. A design sub-committee is already in place and will meet with Joel to further the discussion of the Sanctuary design. **That meeting is scheduled for Tuesday, Jan. 15<sup>th</sup> at noon**, at the Church.

#### **Site Design:**

1. An alternate site plan was presented showing the new building entrance at the same level of the existing entrance.
2. Due to the slope of the existing paving, there will still need to be a little rise built into the site to blend the new paving to the existing grades.
3. There are currently 116 parking spaces in the “big lot”, and this new design retains approx. 104 spaces.
4. The previous ramp idea retained about 80 spaces.
5. This new design affects much less of the existing parking lot and will cost significantly less than the previous design, and there will be less need for stormwater detention due to new construction.
6. There is a new **consensus that this new “flat” design is better and will be utilized.**
7. Rettler will now schedule meetings with the City to get input on requirements for zoning and stormwater that may impact the design.

#### **MEP (mechanical, electrical, plumbing):**

1. HVAC – existing:
  - The steam registers and piping will be removed and replaced with hot water,
  - The ventilation requirements in the church will require that the two (2) air handlers and the rooftop condensers will be replaced with new units to include an outside air intake,
  - It may be possible to remove the existing air handlers (and ugly grills) at the Altar end if the attic units are up-sized accordingly,
  - The ugly grills could also be lowered to help hide them, if it’s easier to keep these air handlers in place,
  - It may be possible to remove the large grills in the ceiling above the Altar, as those units are not used anymore.
2. HVAC – new:
  - A preliminary plan was submitted, which shows the approximate locations for the new rooftop units. (we will need to work out the final locations as the plan progresses)
  - A suitable control system will need to be discussed, to allow some programming and external connections but simple enough to be useful for current and future staff.
3. Electrical – existing:
  - There are replacement LED parts for the existing Manning light fixtures that will likely be less expensive than replacing the fixtures,
  - Pricing is being developed for LED lamps to replace incandescent wherever possible on the first floor and throughout other spaces in order to decide what work should be done,
  - Also being figured into the pricing are new exit lights and emergency egress lighting. Emergency lighting will need battery back-up or creative circuiting to utilize the main fixtures instead of “bug-eye” units on the walls.
  - Other items from the Conditions Report will be figured in to the scope of work as nec’y.,
  - Light poles in the parking lot will probably be necessary, unless adequate lighting can be achieved from building mounted fixtures, (summer picnic, snow plowing, etc. will impact the placement of light poles)
  - A fire alarm system will be needed in the new building, but some detectors may be needed in the existing building areas or in new ductwork,
4. Electrical – new:
  - No discussion – more design work is needed

5. Plumbing – existing:
  - Existing hot water heaters should remain,
  - Other existing items will likely stay as-is, unless attention is needed per the Condition Report.
6. Plumbing – new:
  - No discussion – fixture cut sheets will be sent over for review.

#### **Floor Plan – Gathering Space:**

1. Plan options A1, A2.1, A2.2, A3.1, A3.2, A4 were discussed.
2. A1 shows the current plan with the entire building raised up. (will not be used)
3. A2 plans show a stairway in the center of the Gathering Space with a casket lift on either end of the raised wall.
4. A3 plans show a ramp instead of a casket lift.
5. A4 plan shows a stairway and potential casket lift at the Sanctuary doorway.
6. A1 and A3 plans will not be used.
7. The main difference between A2 plans and A4 plan is the location of the stairway – either in the middle of the Gathering Space or at the Sanctuary. The casket lift may not be installed now if it is easy enough to install at a later date.
8. The Mother’s Room and Storage areas need to be refined.
9. The different roof heights will need to be resolved at the northeast storage room, stairways, skylites, firewall, etc. for each of the plans.
10. The Gathering Space requires two (2) sets of double doors to have enough exits.
11. An accessible route exists with the existing elevator and would remain. The casket lift is not required to be used as a wheelchair lift but could be used as such.
12. A casket lift is useful for moving caskets from the Sanctuary level to the entry level but is not a code required element. This could be installed later if provisions are made now.
13. The committee requested a cost analysis to identify major cost differences between options A2.2 and A4. While not being the only factor, it would be beneficial to see what cost difference there may be.
14. A large factor between the two plans is where to put the stairway – in the middle of the Gathering Space means they will need to be traversed not only for the Sanctuary but also the Bathrooms, Kitchen and Multi-Purpose Hall, whereas the steps on A4 plan would only be used when going into the Sanctuary.
15. A special meeting will be held to review the budgetary cost analysis and further discuss the floor plans. **That meeting is scheduled for Friday, Jan. 11<sup>th</sup> at 9:15 am** at the Ellis office.

#### **Floor Plan - Sanctuary:**

1. There was some additional discussion after the meeting regarding the new baptismal pool and font. (Steve, Soua, Fr. Steve, Lee, Chris, Rick)
2. The Baptismal Pool should have water in all the time and be tile or stone or something durable.
3. The Baptismal Font (for babies) should also have water in all the time and possibly flow down into the lower pool for a visual connection and continuous water flow to prevent fungus growth.
4. There should be enough room in the pool for Father and the participant to stand together.
5. The water level should be 10”-12” deep.
6. With water being present all the time, it will need to be heated and circulated. A drain and filling faucet should be considered but will be difficult to work into the design.
7. Sidewalls on the pool are desired but need to be low enough for someone walking by on the Sanctuary level to reach the water to bless themselves.
8. The pool needs to have access on two sides to step in on one side and continue through and out the other side.
9. The pool doesn’t have to be round, but needs to fit two people at least + steps in/out.
10. Safety of unattended children is something to consider – railings? Lid? Limited access?

#### **Miscellaneous Notes:**

**Decisions Made:**

1. Move forward with the NEW site plan.

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**Action Items**

- Ellis
  - o Work up a budgetary cost comparison for plan options A2.2 and A4.
- Holy Spirit
  - o Continue design discussions for the Sanctuary design, baptismal pool/font, etc.
- Southport
  - o Submit budgetary costs for the various electrical items, fixtures and remodel work.
  - o Submit budgetary HVAC costs for:
    - Work in the existing church,
    - Work in the addition,
    - Boilers and other shared equipment

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**Attachments**

- C400.pdf (previous site plan)
- C300 – alternate 1 – lower entry.pdf (new site plan)
- A1 – FLOOR PLAN 1-2-19.pdf
- A2-1 – FLOOR PLAN w Lift South 1-2-19.pdf
- A2-2 – FLOOR PLAN w Lift North 1-2-19.pdf
- A3-1 – FLOOR PLAN w U ramp 1-2-19.pdf
- A3-2 – FLOOR PLAN w L ramp 1-2-19.pdf
- A4 – FLOOR PLAN – stairs by sanctuary 1-2-19.pdf
- HVAC – M4 – 1<sup>st</sup> floor new plan – 1-2-19.pdf
- HVAC – M3 – bsmt new plan – 1-2-19.pdf
- HVAC – M2 – 1<sup>st</sup> floor demo plan – 1-2-19.pdf
- HVAC – M1 – bsmt demo plan – 1-2-19.pdf

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***Next meeting: Friday, January 11th at 9:15pm.***

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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 -----