



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

## Design Meeting #13 – Minutes Construction Documents

### Holy Spirit Catholic Parish – Addition and Remodeling Ellis Office – Lower Level February 20, 2019

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#### Attendees

**Lee Olsen**, Holy Spirit  
**Fr. Steve Brice**, Holy Spirit  
**Chris Burch**, Holy Spirit  
**Rick Zahn**, Holy Spirit  
**Bob Hollar**, Holy Spirit  
**John Krupka**, Holy Spirit  
**Wendy Mitch**, Holy Spirit  
**Sr. Barb Knauf**, Holy Spirit  
**Steve D. Chizzo**, Ellis Construction  
**Soua Cheng**, Ellis Construction  
On the phone via Webex for first part of meeting:  
**Kathy Haverland**, La Crosse Diocese  
**Jeff Reiter**, La Crosse Diocese  
**Dennis Herricks**, La Crosse Diocese  
**Brian Logue**, La Crosse Diocese  
**Rick Stickler**, Coulee Region Environmental

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#### **Previous Meeting:**

*Design Meeting #12 – 2-13-19*

*(minutes not reviewed)*

#### **General:**

1. A major goal for this meeting was to obtain approval from the Diocese to continue design.
2. The second goal was to discuss the interior design for the Gathering Space and Multi-Purpose Hall to decide on flooring, ceiling design, etc.

#### **Diocese call:**

1. Kathy Haverland and several others called in via Webex to review the project financials.
2. The Diocese approved the continuation of the design work!
3. There was a bit of discussion regarding the potential “uncollectable” pledges and to plan for “pledge aging” over the course of the project, and how that might impact overall funding.
4. Rick from Coulee Region Environmental was on the phone and stated that the expected cost for asbestos removal should be in the \$10,000 - \$15,000 range, and he will come to the church soon to do a complete analysis.
5. Although the financial statement shows a Phase I and Phase II, it is Ellis’ intent to design the entire project and get all bids at once. It will be necessary to do some work in the church earlier, due to connections with the new building.

**Flooring:**

1. Four flooring options were reviewed but not included with these notes. See the attached finalized Flooring Plan, updated per the discussions at the meeting.
2. Porcelain tile is more expensive than vinyl tile or carpet, which are similar in price. The established budget should cover the plan as shown.
3. LVT “luxury vinyl tile” will be used in the Multi-Purpose Hall. (no carpet there for sure)
4. Large sized porcelain tile and carpet will be used in the Gathering Space.
5. Carpet will be used throughout the office area.
6. Quarry tile and base will be used in the Kitchen.
7. Porcelain tile and base will be used in the Bathrooms.
8. Wood base will be used in the Gathering Space and vinyl base in most other areas.
9. Several of the colors have been chosen, pending confirmation with large samples. See attached Finishes List.

**Gathering Space:**

1. The skylite should have vision glass, not translucent panels.
2. The definition of space with a soffit around the “Chapel” area is good, where the Chapel side should be raised higher than the main space.
3. The wood feature around the ‘Tree of Life’ is good. The final design will have to be worked out.
4. A portable altar and/or ambo will be needed.
5. There should be space available for ‘soft seating’, table and chairs, etc. in the carpeted area.
6. We still need to work out placements for statues, artwork, etc.
7. The stair will have an open railing, not solid wall.
8. It is requested that a digital message board near the new entrance, connected to a message board at the other main entrance on Fremont.
9. The current ‘home base’ for the security system is in the school and should be relocated to a room in the church basement. H+S Protection Systems handles this system.
10. IF the big hvac unit is installed on the roof of the east entrance, the existing stained glass windows in the balcony may be relocated to the south wall, in the Chapel area.

**Multi-Purpose:**

1. The ceiling will likely have a soffit around the room for ductwork which could also be a light shelf.
2. The originally planned pitched drywall ceiling will be changed to a suspended acoustical ceiling due to costs. There can still be elevation changes in the suspended ceiling, if desired.
3. The final ceiling and interior design still needs to be refined.
4. Another possible location for relocation of the balcony stained glass windows could be on the north wall.
5. The big windows on the east wall won’t have blinds or window treatments in the base bid.
6. The presentation screen will be on the west wall.

**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, etc.
4. ~~Weds. Mar. 20~~ **13th** - HVAC, plumbing, electrical, A/V, security, etc.
5. ~~Weds. Apr. 3~~ **Mar. 20** - Cabinets, furniture, finishes, Sanctuary design
6. **Weds. Mar. 27** - **Sanctuary, Altar, Baptismal**
7. ~~Weds. Apr. 17~~ **10th** - Final review of plans and spec’s
8. Note that keying discussions will occur later with the vendor for the doors/frames/hardware.
9. Sanctuary design decisions should be finalized as much as possible before the plans are completed so the costs are reflected in the GMP.

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**Action Items**

- Ellis
  - o Get large samples of flooring materials
  - o Do flooring layouts for Multi-Purpose room
  - o Create more ceiling ideas in Multi-Purpose room
- Holy Spirit
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**Attachments**

- *Flooring Plan - updated at meeting - 2-20-19.pdf*
- *Holy Spirit - finishes list - 2-21-19.pdf*

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***Next meeting: Wednesday, February 27th at 3:00 pm.***

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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 -----





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# FINISHES LIST

**PROJECT:** *HOLY SPIRIT ADDITION FINISHES*

**DATE:** February 21, 2019                      revised:

**Exterior Colors / Materials:**

- Stone Veneer
- Aluminum Storefront Frames
- Metal Door
- Shingles
- Soffit

**Flooring:**

- |                        |   |
|------------------------|---|
| Carpet – Main Carpet   | Mannington Portella - #8305 Nassau Carpet Tiles |
| Carpet – Accent Border |   |
| LVT – Main             | Interface Natural Woodgrains - A00203 Chestnut  |
| Vinyl Base             | Johnsonite, “Dark Brown”, #44 (to be verified)  |
| Wood Base finish       |   |
| Porcelain Tile         | Daltile Slate Attache - Meta Beige SA05         |
| Porcelain Base         |   |
| Grout for tile         |   |

**Interior Walls & Doors:**

- |                         |                                      |
|-------------------------|--------------------------------------|
| Wall paint              |                                      |
| Accent paint            |                                      |
| New wood stain          | Masonite Architectural Aspiro Series |
|                         | Red Oak Plain Sliced                 |
|                         | Stain Color: Cocoa Bean              |
| Metal Doors + Frames    |                                      |
| Wood Doors              |                                      |
| Window trim, sill/stool |                                      |

**Ceilings:**

- |                 |   |
|-----------------|---|
| Acoustical Tile | Armstrong Optima, #3256 White. White 9/16” Grid |
|-----------------|---|

Acoustical Tile

48" x 48" x 1" Acoustical Tile, square tegular 9/16" edge  
Armstrong Optima, #3251 White. White 9/16" Grid  
24" x 24" x 1" Acoustical Tile, square tegular 9/16" edge

Ceiling paint

**Plastic Laminate:**

Cabinets

Countertops

**Miscellaneous:**

Hardware finish

Interior signage