MEETING MINUTES

Meeting Location: UW-Eau Claire
Schofield Hall – Room 202

Date/Time: June 4, 2009 / 11:00 AM

Notes By: Raivo Balcunas

Attendees: Division of State Facilities
Tim Luttrell

UW Systems Administration
Jeff Kosloske

UW-Eau Claire
Rick Gonzales
Kevin Klatt
Lori Bica
Sarah Classen
Becky Wurzer
Lisa Coen
Jodi Thesing-Ritter
Troy Terhark

APEX Engineering
Rick Anderson

Ayres Associates
Raivo Balcunas

Project No.: 08-1533.00
Re: UW Eau Claire Children's Center

DSF Project No. 08L1J

The purpose of the meeting was to formally kick-off the project. The items discussed are summarized as follows:

1. Raivo Balcunas reviewed Ayres Associates proposed scope of services (see attachment). No changes were suggested.

2. Review meetings were scheduled for 2:00 PM, Wednesday, June 17, and 2:00 PM, Wednesday, July 15. Both meetings will be in Room 202, Schofield Hall. The details of a third meeting are to be determined. Children’s Center Committee will conduct teacher focus groups prior to the June 17 meeting. Committee is authorized to make recommendations to the Chancellor.

3. Raivo Balcunas will tour the existing facility with Jodi Thesing-Ritter and Rick Gonzales on Monday, June 8, at 8:00 AM.
4. Current budget for the project is $1.88-million. This may need to be adjusted, depending on revised space tabulation and site conditions.

5. Pre-design work is expected to be complete in August, 2009. The 35% design submittal is expected to be made in late 2009 or early 2010. Release of bid documents is anticipated in Spring 2010. Substantial completion is anticipated in June 2011.

6. Committee has recommended the project site be located on the parking lot between HHS and the Haas Fine Arts Center. Chancellor’s approval is expected, pending his discussion with Dave Miller (UWSA).

7. A plan review will be required by the Eau Claire plan commission, covering site plan (including info on landscaping, utilities and stormwater management), floor plan, building elevations, and traffic study. This would be submitted to the City at about the 35% design completion stage (late 2009 or early 2010) at the earliest.

UWEC is currently developing a campus/community master plan, which includes a traffic/parking analysis. However, the traffic analysis for the master plan would not be completed in time to support the proposed schedule of this project. Tim Luttrell suggested having Ayres Associates do the traffic analysis, as Ayres currently serves as UWEC’s AE On-Call, and has this capability. Rick Gonzales will consider.

8. Jeff Kosloske will check on whether an EIS needs to be conducted, or whether an ESA will be adequate.

9. LEED certification will not be pursued. DSF sustainability requirements will apply.

10. Desired features were discussed. Committee provided copy of “New Building Wishlist” (attached). Additional items summarized as follows:

- Maximize views of river and connection to outdoors/natural environment.
- Develop site to maximize parking and allow for possible future building development.
- Include sick bay where mildly ill children can still be dropped-off for childcare. No age separation required.
- Include office spaces for psychology staff, staff lounge, lockers, teacher work area.
- One classroom should be set-up for psychology staff. Provide ample observation windows with one-way glass. Can be overhead deck, although floor location is preferred. Supplement with cameras and microphones, for larger groups of observers. Cameras should have zoom capability.
- Facility to allow more student involvement with autistic children.
- Facility has waiting list of interested users. Could possibly have demand for about 160 children. Jodi will provide more detailed information prior to next meeting.
- Large muscle room needed. Includes climbable playground equipment surrounded by bike path. Luther Hospital’s facility had a nice one.
- Meals prepared off-site. Kitchen would function as catering kitchen, with staged meals. Some prep capability for breakfast and snacks. Large cooler would be useful.
- Provide individual toilet rooms.
- Provide monitored, welcoming entrance with receptionist (could be office manager).
- Provide family room with couch and living-room type seating.
• Allow for a donor wall. Fund-raising may be used to supplement design/construction funds allocated by the State.
• Provide "time-out" room(s) with padded surfaces to prevent self-injury by children.
• Selected room(s) should also serve as tornado shelters.
• Chilled-water connection exists between Haas and HHS. Not sure about surplus capacity. Steam line is available.

C:
Tim Luttrell
Jeff Kosloske
Rick Gonzales
Jodi Thesing-Ritter
Rick Anderson
Mike Berg
Disa Wahlstrand
Scope of Services

Space Tabulation

1. Conduct up to three meetings with the UWEC Childcare Center Building Committee and other participants identified by the UWEC to gather information on the following: number/type of occupants; type/size/quantity of required spaces (interior and exterior); hours of use; equipment/storage requirements; utility requirements; similar data needed to determine the project scope and budget.

2. Research and review applicable code and ordinance requirements by authorities having jurisdiction.

3. Research and review other non-regulatory guidelines that may be applicable to this type of facility.

4. Prepare estimates of probable building construction cost, based on square foot unit costs. Includes alternative cost estimates and energy use impacts for alternate HVAC system options.

5. Analyze and compile this data into a written draft report, with recommendations, and distribute to designated participants in electronic format. (Scope includes preparation and submittal of two drafts.)

6. Conduct a face-to-face meeting with designated participants to receive and discuss comments. (Scope includes two face-to-face meetings to review draft reports.)

7. Prepare and distribute final space tabulation report electronically to designated participants.

8. Prepare conceptual “block” building footprint(s) for use in site analysis portion of the pre-design services.
NEW BUILDING WISHLIST

Parking/Drop-Off Area

1. Off-street drop off

Entryway

1. Double door entry (to help keep the cold out)
2. Reception desk first thing inside door
3. Secure access
4. Comfortable sitting area for parents – parent resources/information area
5. Administrative asst., director, asst. director offices there also

Front Offices

1. Separate offices, a window would be great!
2. 3 Lines on phone
3. Voicemail for all staff
4. Intercom system with phone (phone in each classroom)
5. Large lockable cabinet in Office Associate’s office
6. 

Kitchen

1. Space for bottles, food prep, storage for children’s baby food/formula
2. Small fridge & freezer for bottles/milk
3. Sanitizer for toys/dishes
4. Sufficient counter space to set up trays for meals
5. Built-in dishwasher
6. Large fridge/freezer – must have separate fridge for staff food?

Opening/Closing Room

1. Separate room- not a classroom (should have own toys/supplies)

Lounge

1. Workroom
2. Large table
3. Couch / comfortable seating
4. TV?
5. Computer/s

Conference room
1. Large table

Library
1. For children/classrooms
2. For parents - resources
3. Check out system

Lunch Room
1. Separate from classrooms

Nap Room
1. Separate from classrooms

Mud Room/s

Large Motor Room
1. Possibly used at lunchroom also
2. Sinks nearby / bathroom next to it
3. Skylights

Bathrooms
1. Adult bathrooms
2. Should be inside of 2 yr old classrooms
3. Child size toilets/sinks
4. Quiet toilets
5. Toddler size sinks & 1 low potty in toddler room or easy access to low potty in 2's room
6. Conveniently located between classrooms
7. Room itself enclosed for smell control - but half doors on stalls for easy visibility/access for teachers
8. Sinks - automatic/sensor

Hallways
1. Lockers - if doors, should have good ventilation
2. Buggy & stroller storage w/easy access to rooms and outside
3. Skylights
Heating/Cooling

1. Heating/cooling controls in each room & offices

Infant/Toddler Rooms

1. Connecting Dutch doors
2. Linoleum/tile floor – eating, art, sensory, changing areas
3. Carpet w/pad for play space
4. Low shelves for toys – children able to pull up/walk
5. Toy storage space for large toys – bouncy chairs, saucers, etc.
6. Wall-mounted shelves for music, display, storage, etc.
7. Doors to outside play space
8. Built-in storage – up high w/doors for supplies, extra toys, etc. (above eating tables?)
9. Office space for teacher w/ built-in storage
10. Built-in cubbies & coat hooks outside of both rooms
11. Large, low windows that open & have shades
12. Heating/cooling controls in each room and overhead fans w/wall switches
13. Electrical outlets – many, accessible
14. Music system – MP3 players in each room – including nap room
15. Lights – CFL’s – zones of lights, dimmer switches, especially in nap room
16. Adult seating – 2 glider rockers per room; 2 chairs at feeding areas
17. Large plexiglas frames in rooms to display child art
18. Separate play space for Infants/Toddlers; awning/shade over play space; slatted mat outside of
door to clean shoes; good fall surface/mats (rubber)
   Infant – Hook in ceiling for Johnny Jump-up
   Nap room for cribs
   Two highchairs & chairs at table available
   Low tables; chairs w/seat belts at tables

   Toddler – 2 changing stations
   Stackable wood chairs w/seat belts to use at low tables
   Enough space for cots
   Plumb-in sensory table

2-Year-old Rooms

1. Cubbies located just inside or right outside of the room door
2. Room located so we can see parents coming/going
3. Large windows
4. Built-in cupboard area to store art supplies
5. Prefer it to be same size as current room
6. Loft
7. Large teacher office – room for desk, cots & teacher supplies; large shelf area to store curriculum supplies
8. Drinking fountain

3-Year-old Rooms

1. Adult storage off the ground so classroom space is not taken up
2. Wet area of classroom for water table with faucet and a drain
3. Cubbies within classroom space – enclosed for neater appearance
4. Wood grains or laminates that are easy to wash & disinfect
5. Natural lighting: skylights, low windows the children can look out
6. Blinds on inside for easy cleaning
7. All pillows, beanbags, etc. with washable surfaces
8. Lofts with storage under them; if no storage, space enough for the children to stand without hitting their heads
9. Moveable shelves
10. Classrooms of similar ages grouped together for improved “teamwork”
11. Good ventilation
12. Low sinks & water fountains – no stools!
13. Convenient access to a separate “non-nap area”
14. Drinking fountain

4 & 5-Year-old Rooms

1. Sensory tables – no carpet in this area; drainage next to sink
2. Sink w/drinking fountain attached (in classrooms, outside & in large motor room)
3. Loft! Under 4 ft. high – built-in?
4. One built-in storage cabinet w/counter & closed storage above w/doors
5. Large windows to the floor
6. Computer hook ups – internet several spots in each room
7. TV’s mounted w/HD TV stations & DVD players
8. Skylights – maybe classrooms
9. Chalk board
10. Doors w/windows to see in/out
11. Benches – window seats w/storage under open shelves
12. Floor outlets

Outside Space

1. All classrooms have doors leading to playground
2. Garden on playground
3. Greenhouse- (or 4 season sun room) attached to center- glass
4. Outdoor classroom – outside faucets or “shower-type” area for parents to clean child up before leaving
5. Covered walkways or underground tunnels to Zorn & campus (food service, students, etc.)

Small Therapy Rooms

Sick Room

Room for growth – basement

Observation Booths

Work stations
   1. Uniform

Teacher Offices
   1. Shelves
   2. Closet for cots

General –
   1. Clocks that WE can change
   2. Lighting – automatic/full spectrum/dimmer switch/
   3. Central Air – room thermostats
   4. Floor coverings