



## MEETING MINUTES

Project Name: UW-La Crosse New Residence Halls  
DSF No. 08B3M  
EUA Project Number: 708190-01  
Meeting Date: December 08, 2008 at Cartwright Center – 12:30 p.m.

Recorded By: Erica Marty

<u>Attendee</u>	<u>Company</u>	<u>Email Address</u>
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To the best of my knowledge, the following items represent the information discussed. If there are any discrepancies or omissions, please contact me with any questions.

Sincerely,

Erica Marty  
Project Assistant

cc: All Listed Above  
Bob Cooper EUA

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There was a brief discussion to recap the progress that was made at the 11/24/08 meeting regarding the program and budget:

- A. The budget now stands at \$49.5 million instead of \$48 million.
  - 1. UW System is underway with making that change in the request to the SBC and BOR, and will provide a letter of intent to the DSF
- B. Changes were made to "tighten up" the program based on decisions made at the previous meeting.

Program discussion:

- I. The overall program now stands at approximately 234,000 square feet.
  - A. This includes the full basement which has been broken up into sections that would be options for alternate bids.
    - 1. Alternate bid areas should not be in locations that would complicate the routing of duct shafts or other mechanical vertical penetrations.
    - 2. EUA to re-evaluate alternate bid portions of the basement once it is determined where the service and receiving areas will be located.
  - B. The program calls for approximately 15,000 s.f. of MEP space in the basement
  - C. The large lounge space at the corner of the building has been reduced per previous discussions.
  - D. The building is now made up of (4) stories of 30 bed houses at the knuckle of the building and (5) stories of 26 bed houses at the ends of the building.
    - 1. This puts the total number of beds at 500 (including RA's and excluding Hall Directors).
    - 2. This leaves the space on the first floor below the (4) stories of 30 bed houses for the common areas and Residence Life offices

II. First Floor Discussion:

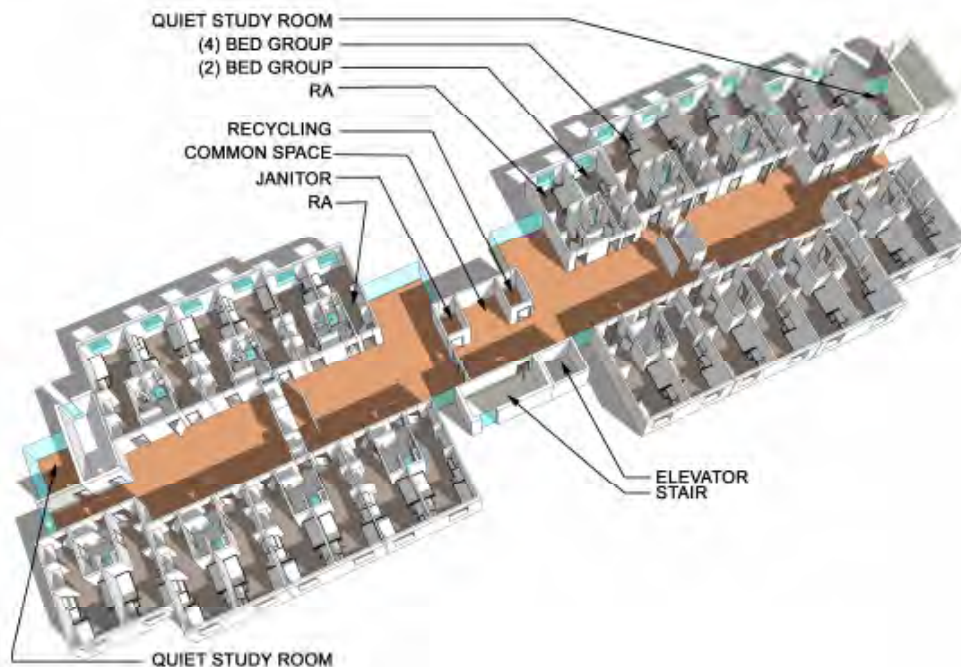
- A. The Residence Life Office area needs to have its own identity and a readily identifiable entrance.
  - 1. On the current layout it is pulled out to the northeast corner of the building.
  - 2. It was brought up that a northeast facing entry is not the greatest for Wisconsin winters.
- B. The Res Life Office shows 8 spaces assigned to the Assistant Director function.
  - 1. There are currently 6 Assistant Director positions
  - 2. That will leave 2 office spaces available for meetings and/or future growth.
- C. The Director and Assistant Directors offices are shown as all in a row.
  - 1. This layout is more efficient than arrayed around a reception area or entrance.
- D. Work and Copy spaces are centrally located
- E. A discussion was had about Graduate Assistant offices
  - 1. The location of these is not as crucial as other components.
  - 2. It was decided that (2) rooms with (2) grad students in each room was preferred over (1) room with (4) grad students.
- F. Could we flip the kitchen and game room spaces?
  - 1. Yes, that is likely to happen in some form.
  - 2. EUA reminded everyone that the building is not fully designed so the spaces are likely to change shape and/or location at some point during the design process.



- c. No private entry
  - d. Emergency response would require trips up and down the stairs
  - e. The height would bump us into a different construction class
  - f. Consensus – Keep on First Floor
4. UW La Crosse suggested that the apartments should be near the tower they serve, unless they are both located at the northeast corner.
  5. EUA to explore other options, possibly the northeast corner of the building.
  6. UW La Crosse requested that the Hall Director Office spaces be together and at the main entrance of the building.

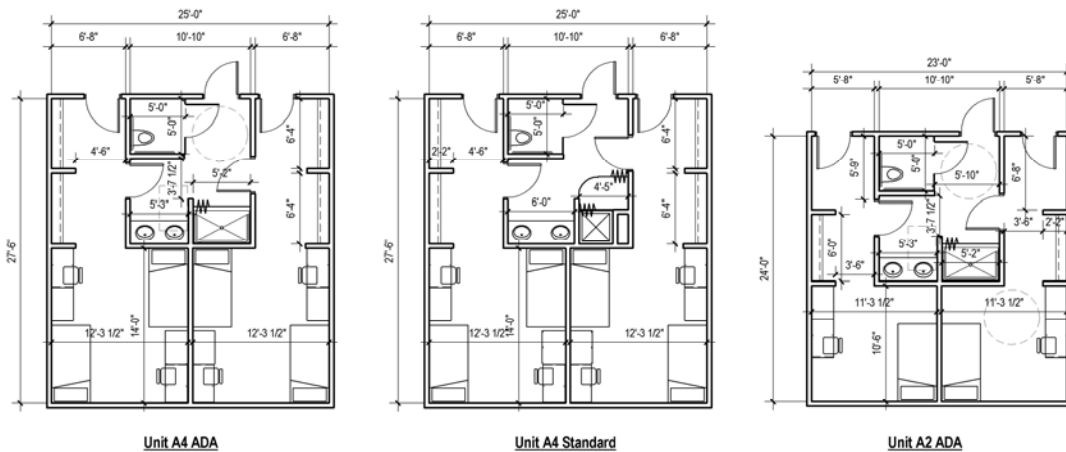
IV. House Layout Discussion:

- A. EUA noted that as we get into the design phase, we will need to start thinking about the following:
  1. How do the public spaces interact with the spaces around them?
  2. How will the public spaces be broken up into smaller areas?
  3. Furniture layouts
  4. Potential for more abuse at commons spaces versus “in-house” spaces
- B. Would the houses be offset from one another and why?
  1. Specific houses may be offset depending on site considerations and the exterior design of the building.
  2. It was suggested that the southeast house be offset toward the parking lot to maximize the green space of Coate Field.



V. Unit Plan Discussion:

- A. The standard shower size was discussed:
  1. 3'x3' is shown, vs. what it would take to have a 3'x4' stall
  2. Reuter Hall has 3'x4' stalls per UW La Crosse
  3. EUA will rework non-ADA bathroom to fit in 3'x4' shower if possible
  4. UW La Crosse would like as few roll in showers as possible.
  5. Type B units will still require accessibility at entry, to rooms, and within bathrooms for visitors
  6. The fact that the shower faces the door should not be a problem because the door is not an exit door and will remain closed and locked except for "escape" and housekeeping purposes.
- B. It was noted by EUA that the room sizes are tight and may limit furniture layouts.
- C. RA units will be one of the single units in the 2-bed ADA unit of each house.



VI. Service and Receiving Discussion:

- A. Things to consider regarding the service area location:
  1. It would be ideal to keep the dumpsters away from the corner of the building and the Res Life Office entrance.
  2. EUA suggested not having to take the recycling through the finished space of the building.
  3. Existing service area at the Rec Center may be a good candidate for dumpsters for the new hall – its on the student's circulation path
  4. Students need easy access to the dumpsters to drop off their trash
  5. Pedestrian traffic is very heavy between the Rec Center service area and the current proposed location for the new residence hall service area.
  6. Can service access and trash be separated? Possibly.
- B. Could we ask for service only access off of La Crosse Street?
  1. Yes, but then service and delivery would need to be separate from the trash area.



2. DOT has plans to expand La Crosse Street in the future. (The frontage is currently zoned "Public / Semi-Public")
3. There would be no parking at this location except for service stalls.

VII. Project Schedule Discussion:

- A. The final draft of the program will be available to be accepted by DSF, UW System, and Campus on Jan. 5, 2008.
- B. A date has not been set for the DSF peer review
- C. UW System to check on the progress of the Environmental Impact Study.
- D. Goal is to present to final draft to DSF/Campus/UW System on Jan. 5<sup>th</sup>, 2008.

VIII. Next Meeting Discussion:

- A. Next meeting will be on December 22, 2008 at 12:30 p.m.
- B. Topics for that meeting include:
  1. Site Issues
    - a. A representative from Ken Saiki Designs will be here.
    - b. Traffic, foot paths, fire lanes will all need to be addressed.
    - c. LEED Implications of the site.
    - d. Construction access to the site and availability of Coate Field for use during construction
      - a. Will the city allow a temporary access from La Crosse Street? UW La Crosse to verify.
  2. Mechanical Issues
    - a. Members of the MEP team will attend the next meeting to discuss MEP requirements
    - b. There was a discussion about the location of the utilities on the site.
- C. There is a meeting also scheduled for January 5, 2008.

**End of Minutes**