

Meeting Minutes – MS Tech Lab & Office Opportunities

Attendees

SitelogIQ

- ✚ Ryan Gram – Project Designer
- ✚ Jonathan Peterson – Architectural Project Manager
- ✚ Ken Koense – Project Architect

MSA Professional Services

- ✚ Curt Krupp – Project Manager

Oconto

- ✚ Matt Hartin - Middle School Principal
- ✚ Jill Hermsen - Tech Lab Teacher
- ✚ Emily Miller - Superintendent
- ✚ Brian Potter - Building and Grounds Supervisor

Introduction

Oconto MS Tech Lab

- Meeting was held to allow Jill Hermsen, the Tech Lab teacher, to providing feedback to the design team as she was not a hired teacher during the design phases of the project. Jill shared her thoughts on the future Tech Lab space use and required/anticipated equipment to allow the design team to understand program and functional requirements.

The discussion was high-level, to get Jill's thoughts on how the space will be used. This will need to be a phased project over the next several years, but the district would like to provide primary infrastructure now as budget allows.

Oconto MS Tech Lab

- Discussed adding Brian's current office area (adjacent to Tech Lab) to give the tech lab additional space.
- Design team will review relocating Brian's office to an adjacent classroom which will need to have a double door added to the exterior wall and possibly adding a double door to the corridor.
- Tech Lab space to allow for a clean and dirty side.
- Discussed Jill's wish list of future equipment and equipment MEP requirements. Jill to provide design team an equipment list and manufacture written information.
- MEP to remain per Contract Documents. The design team to investigate adding a utility sink and Jill requested adding a dust collector (to be furnished by owner). This will require additional exhaust work for the room not currently in the budget.

Oconto MS Office

- The existing high-density storage unit (HDSU) for the MS is currently in the existing primary office workroom. During design this unit would not fit into the space for the new office and not shown on the current plans. The district has found a location to relocate the HDSU in the kitchenette of the boardroom. Sitelogiq will review the impact to relocate HDSU at this location. Brian is also looking at one other location and will get back with the design team.

Actions/Comments

- Sitelogiq to provide quick space plan diagrams to share with Emily and Jill on how the revised space could be used.
- The renovation of the Tech Lab and addition to MEP services are currently not in project.
The team will review cost and prospect to add into the project, otherwise the Tech Lab will need to be issued as an addition to the project contract as project has been submitted to bidders.
- Sitelogiq will review relocating the MS high density storage unit to the boardroom kitchenette (currently not in project).
- Jill to provide design team an equipment list and manufacture written information/websites for equipment.

The forgoing and attached is believed by the author to be an accurate and materially complete reflection of the discussions described. Request for any corrections or additions to this document should be forwarded to the author within five business days. Thereafter, this document shall be deemed the official record of the discussions described herein.