



MEETING MINUTES

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No. 001
616501

Project No.

Project Title: *Harrison Public Safety Building*

Meeting Date: 12-02-2024

Location: In Person and Via Zoom

Subject: Re Kick Off

Attended?	Initials	Name	Company
Y	CP	Chad Pelishek	Harrison Fire Department
Y	JG	Jarred Gerl	Harrison Fire Department
Y	MS	Mike Stanonik	Harrison Fire Department
Y	PK	Pat Klein	Harrison Fire Department
Y	WP	Wes Pompa	Harrison Fire Department
Y	RWK	Robert Krzyzanowski	Wendel / Five Bugles Design
Y	BMM	Bailey Merrill	Wendel / Five Bugles Design
Y	MCG	Mike Galley	Wendel / Five Bugles Design
Y	CVH	Crystal Hanson	Wendel / Five Bugles Design

TOPICS DISCUSSED:

1. Introduction of Team
 - a. Harrison Public Safety Building Committee
 1. Chad Pelishek
 2. Jarred Gerl
 3. Mike Stanonik
 4. Pat Klein
 5. Wes
 - b. Wendel/Five Bugles Project Team
 - i. Robbie – Project Sponsor
 - ii. Bailey – Project Lead
 - iii. Mike G – Project Manager
 - iv. Crystal – Assistant Project Manager
2. Concept Plan Review
 - a. Doors, windows, and walls
 - i. Training room
 1. There is a divider wall through the center
 - a. Leave the divider in the box up top
 2. 2 screens on back wall
 3. 1 screen on the big teaching wall
 - a. FBD will review window / window coverings to limit amount of light on presentation wall
 4. Is there any casework needed
 - a. Leave how it is
 5. Door in the divider
 6. (2) sets of double doors into the training room from lobby
 - ii. Teaching station in the bottom left corner with av equip
 1. Mobile cart instead of hardwired
 2. Need a station for those who are doing teaching efforts
 3. 1 tv vs 2 with a white board
 4. Wendel to review number of required exits
 - iii. IT
 1. Will reach out after SD phase
 - a. Better to get them on board early in the process
 - iv. Kitchen
 1. Pass through counter
 2. Sink, Microwave, Fridge, and Range
 3. Connection from hallway to kitchen door moved to center to allow for more counter space
 - v. T&C – Table and Chair Storage

1. Double door
 - a. Swing out
- vi. Training / EOC Storage
 1. 40" door swing out
- vii. Lobby / Vestibule
 1. Display Case
 2. TV
 3. Old Apparatus = Historic
 - a. Department to provide dimensions
 4. Panic Button
 5. Double doors needed? – Review
 6. Drinking Fountain
- viii. Admin Office
 1. Glass with Speaker
 2. Open Concept
 - a. Half wall counter with a copier
 - b. Built in desk
- ix. Offices
 1. Sidelight on door to see if persons are available
- x. Conference Room
 1. Counters with UC Fridge and sink
 2. Glass wall with door
 3. Flip Door
- xi. Exercise room
 1. 8-10 cubbies
 2. Glass along hall
 3. Bottle Filler
 4. Make exterior door to 40" instead of OH door.
 5. Explore adding high windows or windows with opaque film on exterior
- xii. Hose / Training Tower
 1. Coiling door from tower to app bay
 2. Add door to exterior
- xiii. Watch Room
 1. 3 stations 2 televisions and radio storage
 2. Mapping on back wall
 3. Sidelight on left side of door
- xiv. EMS Report Writing
 1. 2 workstations
 2. Door centered
- xv. SCBA Clean and Fill Station
 1. 40" Door
 2. FBD to lay out equipment in this space and adjust size accordingly
- xvi. Decon Suite
 1. Wendel to lay out equipment in this space and adjust size accordingly
- xvii. Quarter Master Storage
 1. Could be smaller
- xviii. Protect Gear Lockers
 1. 30" lockers, 40 lockers total
 2. 40 lockers
- xix. Kitchen / Dining Room
 1. Flip kitchen and dining spaces so that dining is on the exterior wall.
- xx. Day Room
 1. Flip room so that access is off of the dorm corridor
- xxi. Owner Purchased Equipment
 1. FBD to start working on equipment list for the department to fill out

3. Site Review

- a. Monument sign and flag poles to be added a corner of driveway
- b. Survey /soil borings
 - i. Wendel to reach out to McMahon on survey work

Exterior Benchmarking

- c. Brown, tan brick with stone accents
- d. Flat or sloped roofs
- e. Red doors

4. Interior Benchmarking

- a. Prefer red accents in training / fire areas only
 - b. Living areas to have more “homey” feel
 - c. Lot of natural light in apparatus bays
 - d. See attached PDF for additional information
 - e. Day Room
 - i. Would like it to feel more like a home
 - f. Kitchen / Dorm
 - i. Wood tone
 - ii. Home feels
 - iii. Dorm to feel like an actual bedroom
 - g. Toilet Rooms
 - i. Gray with little strip of red
 - h. Fitness
 - i. Can bring in the accent
 - ii. Open ceiling above equipment
 - i. Flooring
 - i. Grays, wood tones
 - ii. Simple / modern, clean lines
 - j. Walls
 - i. Simple tile, clean look
 - ii. Grays
 - k. Counter Tops
 - i. Darker wood
 - ii. Like the design of La Crosse 4 kitchen / dining
5. Schedule and Budget
- a. Meetings
 - i. In person meetings every 2 weeks
 - 1. Wednesdays at 3:00 pm work best
 - b. Council Approval Process
 - i. Pause after SD for estimate, presentation to the board
 - ii. Second presentation around April prior to bids being released
 - c. Schematic Design
 - i. After SD's stop to get next estimate and then continue checking budget
 - ii. SD Kick Off Meeting – December 2, 2024
 - 1. Plan Review, Benchmarking
 - iii. SD Meeting – December 18, 2024
 - 1. Massing, Exterior Materials, and PME review
 - iv. SD Drafts Due – December 24, 2024
 - v. SD Estimating – December 24, 2024 – January 8, 2025
 - vi. SD Final to Owners – January 10, 2025
 - d. Design Development – January – March 2025
 - e. Construction Documents – March – May 2025
 - f. Bidding – May 2025
 - g. Construction Admin – June – September 2025

The above minutes represent Wendel's understanding of the major topics discussed. Please provide additions/deletions to the undersigned within 5 business days of receipt.

Prepared By: Wendel

Signed: Crystal Hanson

Dated: 12-5-2024

Printed Name: Crystal V. Hanson

Project Name



**PROGRESS
PRINT**
04/28/22
NOT FOR
CONSTRUCTION

[illegible]

FIRST FLOOR PLANS

DATE	04/29/22		
SCALE	1/8" = 1'-0"		
DRAWN	Author	CHECK	Checker
PROJECT No.	Project Number		
DWG. No.			

EXTERIOR:



INSPIRATION PHOTOS



Five
Bugles
Design





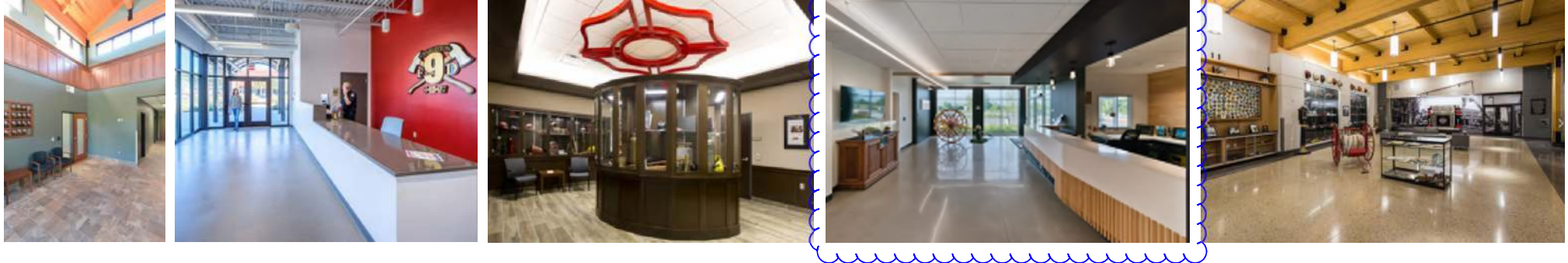
INSPIRATION PHOTOS



Five
Bugles
Design™



LOBBY



TRAINING



APPARATUS BAYS



INSPIRATION PHOTOS

DAY ROOM



DINING / KITCHEN



DORMS



INSPIRATION PHOTOS



**Five Bugles
Design**

+

MA

**Mitchell Associates
Architects**

Wendel's award winning public safety design team

TOILET ROOMS



FITNESS



INSPIRATION PHOTOS



INSPIRATION PHOTOS

FLOORING STYLES



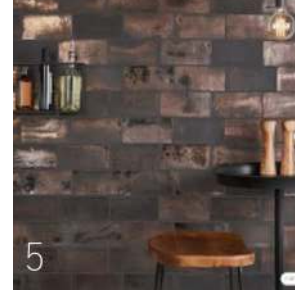
**Five Bugles
Design**

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MA

**Mitchell Associates
Architects**

Wendel's award winning public safety design team



INSPIRATION PHOTOS

WALL TILE STYLES



INSPIRATION PHOTOS

CABINET STYLES / WOOD TONES



BUILDING SQUARE FOOTAGE	
FIRE APPARATUS BAY	= 6,900 SF
APPARATUS SUPPORT	= 4,250 SF
FIRE ADMINISTRATION	= 2,165 SF
TRAINING	= 2,710 SF
STAFF SUPPORT	= 1,250 SF
CIRCULATION	= 1,375 SF
MECHANICAL	= 840 SF
ALTERNATE APP BAY	= 3,025 SF
FUTURE LIVING BUILD OUT	= 3,115 SF
TOTAL	= 25,635 SF

BUILDING SQUARE FOOTAGE	
FIRST FLOOR BASE BID	= 17,590 SF
MEZZANINE	= 1,915 SF
BASE BID TOTAL	= 19,505 SF
ALTERNATE 2 BAYS	= 3,025 SF
LIVING BUILD OUT ALTERNATE	= 3,115 SF
TOTAL WITH ALTERNATES	= 25,635 SF
PROGRAMMED TOTAL	= 30,636 SF

1 FIRST FLOOR CONCEPT 1
SCALE: 1/8" = 1'-0"

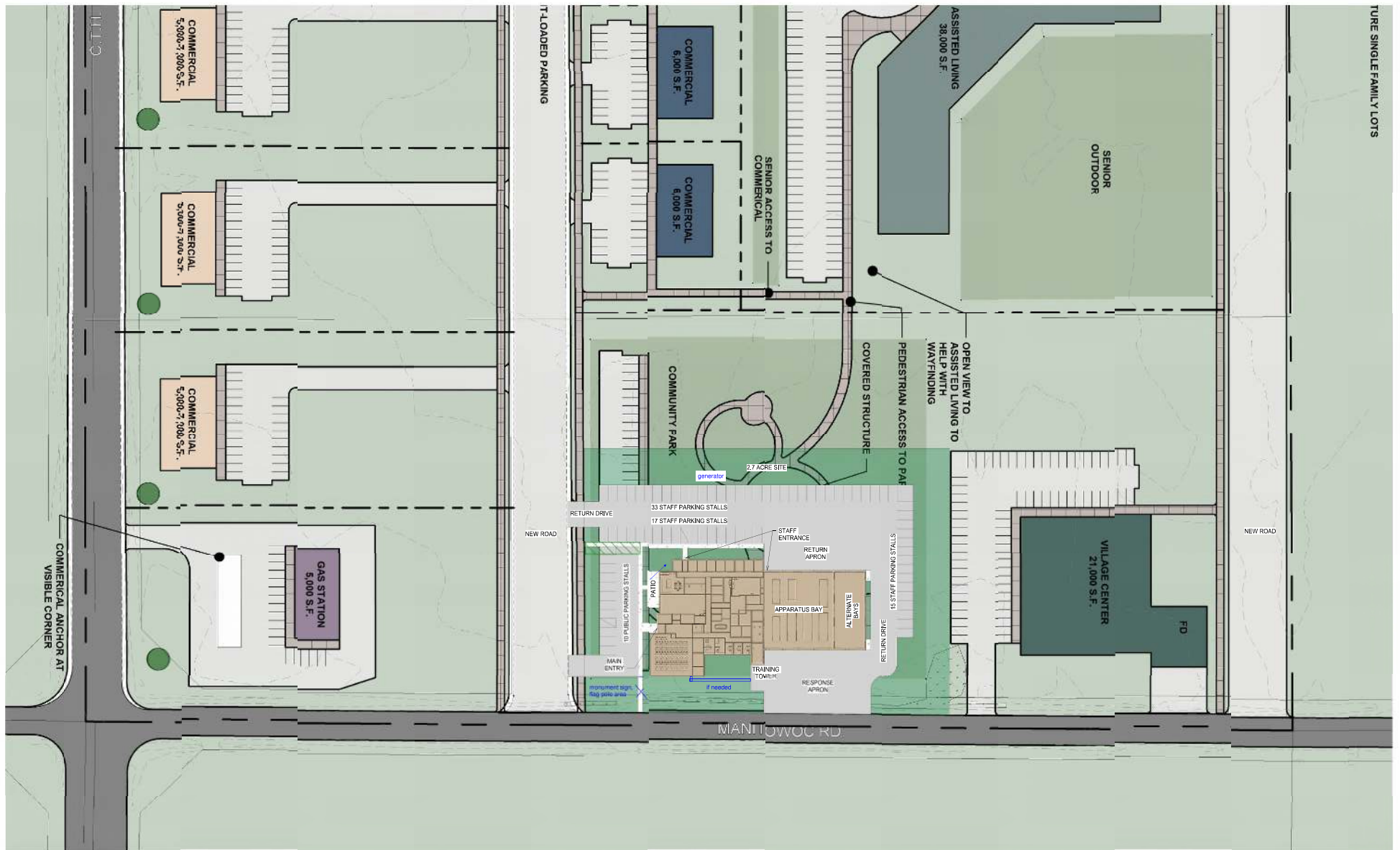


Harrison Fire Rescue - Station 70

CONCEPT

Menasha WI, 54952

PROJECT NUMBER: 634501



1 SITE PLAN - CONCEPT 1A
SCALE: 1" = 40'-0"

Harrison Fire Rescue - Station 70

CONCEPT

Menasha WI, 54952

PROJECT NUMBER: 634501