

Wannemacher Russell Architects, Inc.

Meeting Notes

Project: Christ The King Lutheran Church Christian Ministry Center

Attending:

Jon Boeche	Chairman: CTK Building Committee
Todd Yost	CTK Building Committee
Dolores Dennison	CTK Building Committee
Lois Wolter	CTK Building Committee
Tom Coates	CTK Building Committee
Christie Marshall	CTK Building Committee
Tom Coates	CTK Building Committee
Mike Thurau	Pastor: Christ The King Lutheran Church
Lisa Wannemacher	Wannemacher Russell Architects, Inc.
Jeff Jenner	Wannemacher Russell Architects, Inc.

Date: 6:30 PM, Thursday, July 12, 2007

Re: Christ The King Building Committee Meeting
CTK Christian Ministry Center (CMC)

This summary of items discussed is not necessarily listed in order of discussion. Please review the following and notify us in writing within five (5) days of any corrections or additions.

Items Discussed:

1. A schedule was circulated by Wannemacher Russell Architects (WRA) dated July 12, 2007 detailing the proposed project schedule from now to completion of Phase IB Construction. Several milestones were noted:
 - 100% Schematic Design submittal on July 31, 2007.
 - Winning CM firm approved by Congregation – September 30, 2007. Lisa stated that it was imperative that Christ the King (CTK) get the Contractor RFP out the week of July 16th to have a chance to meet this deadline.
 - Board of Adjustment Hearing for Special Exception - October 4, 2007
 - Phase 1A Construction – March 3, 2008 to March 3, 2009

CTK approved the schedule and gave their preliminary Contractor RFP to WRA for their review. *(Post meeting note: Lisa reviewed the RFP and forwarded revisions to Caroline on July 13)*

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2. Lisa noted that the CM will not be under contract in time to complete a Schematic Design Cost Estimate, and suggested that a third party cost estimator be hired to do this work. CTK agreed to have WRA get a proposal from their estimator Bob Kaupp.
3. Both WRA and CTK thought it may be a good idea to have the competing contractors do a cost estimate as part of the RFP as part of the final interview process.
4. CTK agreed to have WRA hire Charlotte Engineering for the civil engineering work. Their proposal was about one-third the cost of George F. Young's and WRA has an excellent established working relationship with Charlotte.
5. Lisa estimate that the FTP site would cost between \$2,500-\$3,000 for a 2 year period. CTK agreed to have WRA solicit an actual fee proposal from the service provider. *(Post meeting note: Lisa obtained an estimate from pointhaus and forwarded the estimate to Jon)*
6. Jeff presented revised Phase I floor and site plans which incorporated comments from the previous discussions. CTK had the following comments:
 - Need safe and secure temporary playground during construction. A possible location is the existing courtyard.
 - Move Kitchen to where the Music Room is, and move the Music Room to where the Storage Room is. The Storage Room will be moved to where the Kitchen currently is off the courtyard.
 - Eliminate Music Room operable partition and build full height walls instead.
 - Storage Room needs to be big enough to accommodate fifty (50) 6'-0" round tables and 500 chairs on racks. Todd Yost had a concern that there was not enough storage with the current plan. WRA to provide double doors to the Multi-Use area and Courtyard.
 - Todd Yost suggested that a temporary stage be incorporated in lieu of a permanent one for more program flexibility. Cost of the two options needs to be evaluated.
 - WRA to incorporate a green room and a separate restroom with a toilet, sink and shower next to the stage area.
 - CTK would like to use movable basketball backstops in lieu of the permanent ceiling mounted type to allow maximum flexibility.
 - Storage Room ceiling to be a 12'-0" high minimum.
 - WRA to design a covered canopy and drop-off area for the Phase I building.
 - CTK brought up the possibility of installing a shade canopy/roof for the new courtyard. "Sail" shades were mentioned as a possibility.

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7. Jeff presented revised Phase II floor and site plans which incorporated comments from the previous discussions. CTK had the following comments:
 - CTK liked the new Administration Area location facing Oakhurst, giving the building a street address.
 - Jeff stated that 5'-0" of additional space was created between the Phase II building and the existing Fellowship Hall. CTK said that WRA could put the 5'-0" back on the building if needed.
 - The Master Site Plan does accommodate enough parking spaces for both the existing Sanctuary and the new Multi-Use spaces to be at maximum occupancy at the same time.
8. Jeff presented 3-D images of the Phase I Building. CTK had the following comments:
 - CTK liked the "folding cloth" concept of the main roof. Jeff mentioned that it would be a metal roof.
 - WRA will extend the roof overhangs some to be more in keeping with the existing Sanctuary architecture.
 - Cost would be an issue if stone masonry walls were used extensively throughout. Both parties agreed that a brick masonry or architectural concrete block would be more cost effective.
 - CTK liked the steeple design and its 65'-0" height. The 65'-0" height is allowed without a variance.
9. A storage discussion occurred which attempted to answer the question as to how much storage space should be provided. There is a need for storage for the boy scouts, the rummage sale, the youth, etc. Storage space inside the building will be at a cost premium. One idea was to set up PODS outside on "temporary" concrete slabs.
10. The new site plan should take into consideration the location and placement of existing signage, including any program directional signage.
11. Jon Boeche noted that the design would need to be approved by the Church Voters Assembly on October 14. WRA will provide 3-D visuals for this vote.
12. Next meeting will be the week of July 23rd between WRA and Todd Yost at WRA's office.

End of Meeting Notes

cc: Attendees