



Design Studio

207 Windtree Drive
Wausau, WI 54401
Melody 715-571-8122
Rick 920-379-7133

melody@funktiondesignstudio.com

St Germain Facilities Study – Workshop Notes

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Contributors:

- Initial Workshop meeting April 1, 2017
- Prime Timers – Programming needs and requirements
- Tom Martin Email
- Roger Weber – Past study and history information
- Leon Anderson - Letter

Community Center

Kitchen

-) Weddings
-) Bingo every Monday night food is prepped and stored
-) Used once a month in the winter
-) Food service for bingo
-) Snowflake Dance – warm food
-) Food vendors use the kitchen (commercial use)
-) Electrical undersized – 3 Nescos and 2 coffee pots max
-) Hand wash sink needed
-) Used as a commercial kitchen
-) Meet inspections
-) Not laid out well
-) Not efficient
-) Vendors need to have storage on site for the kitchen use
-) Dishwasher not working (must have for health regulations)

Community Room/Gym

-) Lioness use the facility
-) Many service groups use the facility
-) Line dancing
-) Walkers
-) Bad acoustics
-) Need additional large meetings rooms
-) Chamber uses for BINGO every week in the summer
-) Snowflake Dance
-) Hunter Safety
-) Youth groups
-) Basketball
-) Wedding receptions

-) Size is good except for craft shows
-) Zumba needs larger meeting room to offer more use
-) No AV technology in meeting rooms
-) Primetimes use when snowbirds are back and meetings reach over 70 participants, typical 120 participants
-) East end – Screen needed A/V
-) Need audio upgrade
-) All groups have their own equipment
-) Need more outlets
-) Heating inefficient – too cold sometimes
-) Energy policy, keep at 65 degrees
-) Need to warm the building up starting at noon for evening board meetings
-) Increase energy efficiency – add roof and wall insulation systems
-) Flu shots
-) Gun show
-) Energy Assistance meetings
-) Voting
-) Window coverings needed
-) Condensation of the floor, it becomes wet and slippery has created issues for use and events (people have fallen, basketball games won't play on the court anymore)
-) Noisy air makeup unit – hung from the ceiling
-) Fire department is currently being used by past user groups due to the building mechanical issues (lack of heat), creating parking issues, lack of ability for the fire department to use if needed
-) Ceiling fans are not effective
-) Would like a better surface for walking path in the gym-

Exercise Room

-) Used a lot
-) Room needs to be sized for the current equipment – no safety clearances
-) Add equipment and increase the area – double in size
-) Keep kids out of the room due to injury liability

Meeting Rooms

- Need additional 650 – 800 s.f. rooms for larger uses
- 15 max room in new chamber building
- Need cooling throughout facility
- Many different users – Lois will provide 2016 calendar of registered users
- ATV/Snowmobile safety training
- Max for side meeting rooms 12-15
- Larger groups use Gym
-) Meeting rooms up front maybe noisy by main entry
-) Lack of storage overall for the general building
-) Provide a space for clubs and organizations that is dividable
-) Secure and fireproof records room

-) Kitchen storage
-) Mechanical space is limited and is difficult to access
-) Parking lot lighting recently improved
-) New LED fixtures at each entrance door
-) Keying system lock codes

Prime Timers

-) Prime timers 70-120 room not big enough
-) See separate sheet of notes
-) Groups need storage – prime timers’ storage in men’s locker room
- Room that is not shared with other entities or expandable to accommodate peak times, separating the requires needs
- Chairs and tables left up
- 2 – 2.5 times larger
- Can be divided to allow refreshment room to other groups
- Meeting size 50 – 120
- Bank of cabinets that are lockable
- Mini kitchen – ref, sink and counter
- No carpeting
- Adequate heating and cooling
- Openable windows
- Red Brick not doable to seniors without accessible issues corrected
- No drapes
- Storage – not in restroom, well lite, chair storage, large locking cabinet for the copier, locking cabinets
- Technology – modern technology, speaker system, projection unit and screen, Large magnetic dry erase board, Wi-Fi, Accessible power
- Bathrooms ADA compliant, no storeroom within
- Kitchen: Update sink to be bigger not deep, Commercial Dishwasher, replace ref and Oven, separate hand washing sink, stainless steel table to remain, dishes too heavy-replace, electrical capacity to be increased, design professional restaurant/chef layout for efficiency
- General: light parking lots, upgrade electrical, continue to offer the exercise room, walking path if gym remains, correct acoustics in gym , roof leaks, ADA compliant building entrance, facility and restrooms

Town Board Meeting Room

-) Normal capacity 20 people
-) Size is good now for normal use
-) Have larger meetings in the gym (poor acoustics and sound system)
-) No AV or technology available

Town Offices

-) Need record storage
-) No regular hours now
-) Used for tax collection time

-) Poor amount of electrical available
-) No AV technology
-) Size new office for some growth
-) Have small meeting room – used often for different purposes
-) Layout table – zoning
-) Flexible office spaces – movable partitions
-) Security wall at reception area
-) Security for building
-) Clerk and Treasure work out of houses now
-) Future office needed
-) Need record storage
-) Fireproof storage needed
- Office to accommodate public on a daily basis
 - Chairperson, Clerk, Treasurer, Zoning
- Record Storage for Town Offices and town Entities
 - Fire Department, Public Works, Golf Course, Cemetery, Senior Housing, Lake Districts, Bike trail
- Storage for supplies, election equipment
- Improved lighting
- Meeting Space for
 - Lions, Lioness, Fish and Wildlife Club, BoBoens, Women’s Service Club, Prime Timers, Lake Organizations, Bridge Club, Other Service Groups, Health and Fitness, Nicolet classes
- ADA compliance
- Sound system (technology) large hall and meeting rooms
- Storage of medical and physically handicapped equipment for loan

Red Brick School House

Lower Level

-) Storage for records – concrete structure
-) Kitchen hasn’t been used since 1996
-) Currently being used as a K9 training area
-) Lower 1965 was once one large room – multipurpose area

Upper Level

-) Used for tax collection
-) Accessibility problem
-) Heat was bad
-) Town Board used for meetings
-) Was not laid out well
-) Use as museum – local history
-) Historic Records stored there
-) Dedicated history room needed
-) Meeting rooms
-) Banquet Center – Convention Center

-) Classrooms for outreach – example Nicolet, UW Extension

General Notes

-) Need to replace ball field if space is needed on site – Town owns additional land near by
-) Ball field used as helicopter landing zone 15 Mondays out of the year
-) Rod Ingram – maintenance of school – good resource
-) Use the school house facade
-) Meeting room (Board Room) 50-70 people with elevated platform/stage
-) Building longevity 40+ years
-) Retirees need things to do – additional activities
-) Family uses
-) Flexibility – multi use areas
-) Library
-) Wi-Fi
-) High visibility corner
-) Aesthetics important
-) Resort area/Tourist functions
-) Red brick school house septic has failed
-) Community Center is nearing its useful life
-) Reach out to region

Other general discussion items

-) Town refuge site – Senior who need to get out of the heat, ice storms and power outages
-) Command center for emergency services – Generator
-) Security of the building – rekeying with limited access
-) Campground areas need additional safety area in times of storm
-) Banquet room that doesn't look like a gym

Potential Uses

Community Center

-) Multipurpose Room instead of gym (one basket – height constraints?)
-) New building implement the interior of the historical rooms into a new building
-) Build one big building
-) Chamber would help promote larger facility
-) Efficiency kitchen in meeting rooms (sink/ref)
-) Emergency room – refuge area
-) Northwood's look, more aesthetically pleasing
-) District 6th graders use the site once a year
-) Additional business groups using the facilities
-) Law enforcement training
-) DNR Training
-) Prefer the existing site due to access and the towns focal point

-) Centrally located facility, communities beyond St. Germain would use (more usage)

Red Brick School House

-) Historic Site maintain and Staff by an organization
-) Town offices in front, tear down the back
-) Business Incubator
-) Nicolet College rental
-) Museum in front, tear off the 1965 building addition
-) Accessibility of site
-) Banquet Room
-) Convention Center style lee gymnasium
-) Multipurpose Room instead of gym (one basket – height constraints?)

Programming

-) Existing spaces and functions to remain as shown of the space requirements
-) Additional meeting rooms of different sizes min of 2 per occupancy needs
 - o Accommodate up to 12 per the standard meeting room size
 - o Accommodate 12-25 per the standard meeting room size
 - o Accommodate 25 - 40 per the standard meeting room size
 - o Accommodate 50 per the standard meeting room size
 - o Accommodate 70-120 per the standard meeting room size (Prime Timers)
-) Town Office required spaces per typical standard spaces