

MEMORANDUM

TO: University Facilities Planning Board: Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Kurt Blunck, Allyson Brekke, Jeff Butler, ASMSU President, Anne Camper, Glenn Duff, Michael Everts, Chris Fastnow, Greg Gilpin, Mandy Hansen, Carsten Kirby – ASMSU, Terry Leist, Robert Marley, Martha Potvin, Fatih Rifki, Tom Stump, Julie Tatarka, Jim Thull, Brenda York

FROM: Victoria Drummond, Assoc. University Planner; Planning, Design & Construction

RE: **August 26, 2014**, meeting of the University Facilities Planning Board to be held in the **Facilities Meeting Quonset at 3:30 pm**

ITEM No. 1 – APPROVAL OF NOTES

Approval of the draft notes from August 12, 2014.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA -

ITEM No. 4 –RECOMMENDATION - Pay Lot Bike Locker Installation
Presenters – Candace Mastel and EJ Hook

HORIZON ITEMS

- **Renne Library/ITC Replacement Generator**
- **Jabs Hall Fireplace and Interior Recognition**
- **External Building Signage Policy**
- **Seminar Materials**
- **Master Planning Issues**
- **Revisit and Update Policies**
- **HBO5 Amendment for Lab Facility**

VCD/lsh

PC:

President Cruzado
Melissa Hill, President's Office
Maggie Hammett, President's Office
Keely Holmes, Provost Office
ASMSU President
Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance
Jennifer Joyce, VP Student Success
Linda LaCrone, VP Research Office
Bonnie Ashley, Registrar
Robert Putzke, MSU Police
Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications
Jody Barney, College of Agriculture
Susan Fraser, College of Agriculture
Robin Happel, College of Agriculture
JoDee Palin, College of Arts & Arch
Victoria Drummond, Planning D&C

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 12, 2014**

Members Present: Walt Banziger - Vice Chair, Jeff Butler, Tom Stump, Julie Tatarka, Carsten Kirby, Brenda York, Neil Jorgensen, Allyson Brekke, Bob Lashaway, Chris Fastnow, Jim Thull

Proxy: Victoria Drummond for Julie Tatarka and Renee Riejo Pera

Members Absent: Nancy Cornwell, Terry Leist, Michael Everts, Fatih Rifki, Glen Duff, Martha Potvin, Robert Marley, Brett Gunnick, Greg Gilpin, Kurt Blunck

Staff & Guests: Randy Stephens, Victoria Drummond, Todd Jutila

The University Facilities Planning Board met beginning at 3:30 pm to discuss the following:

ITEM No. 1 – Approval of Meeting Notes

Kirby moved to approve the meeting notes from July 29, 2014. Thull seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

There was no action from the Executive Committee to report.

ITEM No. 3 – Consent Agenda – No items

The agenda was reorganized in the following order:

ITEM No. 5 – Recommendation - Nelson Story Tower Meter Reading Antenna

Victoria Drummond presented a meter reading tower that the City of Bozeman is applying to install on Nelson Story Tower. This will be the sixth meter reading tower that the City has. It will constantly pick up meter reads and then transfer them to the Cities' server several times each day. This is tied to a customer portal so that customers can view the data online. This proposal has been reviewed by Auxiliaries Services, since it involves a residential building on campus, and there were not any issues that were not resolved prior to being brought to UFPB. Facilities Services and Planning, Design & Construction manage the antenna systems that are installed on campus. The Antenna and Apparatus Committee reviewed the application. There is a possibility for the University to use this meter reading antenna in the future.

Lashaway moved to approve as presented. Fastnow seconded the motion. The motion passed unanimously.

The vote:

Yes:	13
No:	0

ITEM No. 6 – Recommendation - University Food Services 2-way Radio Repeater Antenna – North Hedges

Victoria Drummond presented a repeater antenna on North Hedges for University Food Services. This has been evaluated to make sure it does not interfere with any other frequency on campus. This antenna will be similar to ones already installed on North Hedges and other locations on campus. This will help University Food Services with two-way radio communications. Todd Jutila added that the Concessions operation has always had radios, and this antenna will allow radio communication to be extended to Catering, the new food truck, and the new pizza delivery service to the stadium. All of University Food Services will then be on the same system and be able to communicate with each other.

Lashaway moved to approve as presented. Stump seconded the motion. The motion passed unanimously.

The vote:

Yes:	13
No:	0

ITEM No. 7 – Recommendation - College of Arts & Architecture Identity Signage at Cheever

Victoria Drummond presented identity signage that the Dean of Arts & Architecture is requesting to install in Cheever Hall. With the changes that have been made in recent renovations, there are some significant locations that need additional signage. The locations that would have additional signage are the Dean’s Office, Cheever 215, which is used by students and the public, and the common area known as the “Rest Stop”. The signs have been designed as part of a student project, and are made of steel with the letter cut out, and in some instances will have aluminum behind it. This is different than what is currently in the building and on campus, but the University does not have a wayfinding plan that sets branding guidelines or excludes these types of signs. MSU does have a sign standard for building signs and directories, and classroom signs. This would allow the College of Arts & Architecture to do some self-promotion and branding in a unique and creative way. In the design of the signs when there is a partial use of the MSU logo, University Communications will review this to ensure the logo is used correctly.

Butler asked, for clarification, if these signs would be in addition to the standard room signage; Drummond said this is correct and that the standard signage will be installed after construction is complete. Drummond added that at a recent meeting the Provost said the President is very interested in making sure that each Dean’s Office is easy to locate. There was some discussion about what the standard signage in Cheever will include; the Dean of Arts & Architecture will provide funding for this additional signage, and Facilities Services will install the signs. York asked which signs will require ADA wayfinding needs. The required ADA compliant room sign includes braille and these additional branding signs will follow ADA requirements as needed; the University Architect of Planning, Design & Construction will confirm what the code requires. It was clarified that additional requests for similar signage in other buildings on campus will need to be reviewed by UFPB.

Thull moved to approve the identity signs, provided they meet ADA requirements and do not replace any standard signs. Brekke seconded the motion. The motion passed affirmatively.

The vote:

Yes:	12
No:	1 (York)

Note: The entire building is scheduled for new MSU Standard Room Signage for Fall 2014 or Spring 2015.

ITEM No. 4 – Informational - Campus Planning Overview-Upcoming Project Considerations

Walt Banziger presented a list of projects that are currently being worked on or are in consideration for potential projects in the future. These projects are being brought to the attention of the Board because they would have impacts on long term and short term planning aspects, and site implications. In the near future are the relocation of ROTC Field Storage Facility and the HHD Human Performance Lab from Romney Hall. The intention is to consider these projects to avoid locating one or multiple in an area that could be a better suited site for another project. There is also the possibility to consider and recommend if there are projects that could be combined together. This Campus Planning Overview has been discussed with University Executives; a suggestion that will be brought to UFPB is to combine the Army/ROTC Field Storage Facility and the HHD Human Performance Lab in one facility, on a site in Faculty Court/Research Court on the south east part of campus off S. 5th Ave. Banziger added that lease opportunities should also be considered as appropriate.

Thull commented that it does not seem a good approach to reserve spaces for certain projects, but it could be beneficial to identify sites and what size and type building and infrastructure needs could be located on them. Lashaway noted that there are instances where a current function is located where others could be placed, such as Facilities Services, so it would need to be moved to another location first. York asked if some of the potential storage projects could be integrated into a potential parking garage; Lashaway explained that this would be pretty complicated in terms of funding, site, construction and cost, and there have been multiple inquiries about including other functions with a parking garage. Banziger suggested considering developing mini or short-term master plans for certain areas of campus. Brekke agreed that UFPB could be an advocate for developing micro-plans. For now, a bi-annual report will be brought to UFPB on this topic.

Announcements

Stump gave an update on projects and events going on:

- On August 20th there is an Open House for the Fieldhouse Arena Renovation at 6pm; this is open to the public.
- Wild Flour Pizza in the SUB will be opening at the beginning of the school year.
- Construction walk ways to Miller Dining Hall are being put in so that some construction can continue into the beginning of the semester. New windows have been installed and the interior is being cleaned.
- The storage addition on the south east corner of the SUB is in progress, until the end of October.
- The new Fieldhouse Butler-style metal storage building is installed next to the Indoor Tennis Facility.

- There will be a ground breaking ceremony for the new Freshman Residence Complex on September 11th; more details to come.

This meeting was adjourned at 4:40p.m.
VCD: lsb

PC:

President Cruzado
Melissa Hill, President's Office
Maggie Hammett, President's Office
Julie Heard, Provost Office
ASMSU President
Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance
Jennifer Joyce, VP Student Success
Linda LaCrone, VP Research Office
Bonnie Ashley, Registrar
Robert Putzke, MSU Police
Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications
Jody Barney, College of Agriculture
Susan Fraser, College of Agriculture
Robin Happel, College of Agriculture
JoDee Palin, College of Arts & Arch
Victoria Drummond, Facilities PDC

DRAFT

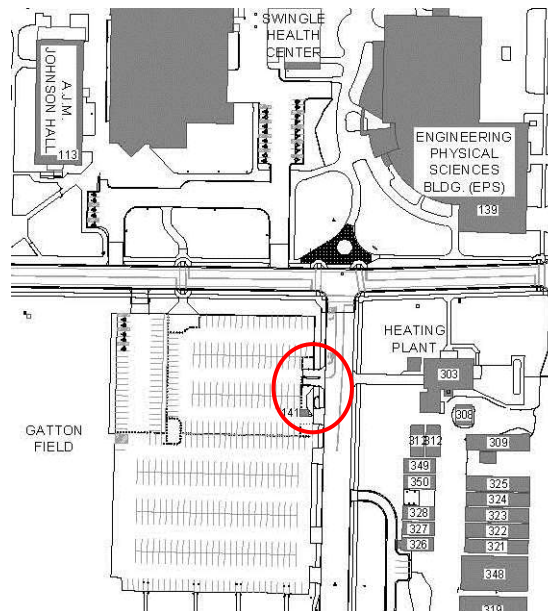
ITEM # 4	Pay Lot Bike Locker Installation
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PRESENTERS:

Candace Mastel, Assistant Planner and EJ Hook, Environmental Services Manager

PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
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VICINITY MAP:



STAFF COMMENTS:

WTI has been generous enough to apply for and receive a grant to purchase two bike lockers for installation on campus. These bike lockers each hold two bikes and provide a safe and weather-proof place to store bikes. WTI has asked MSU permission to install the lockers in the Pay Lot on South 7th Avenue. The lockers measure 76" x 39" x 47" in size. They are constructed of heavy gauge steel and are powder coated black. They are proposed to be installed in the pay lot on South 7th Avenue just north of the ticket booth in an area that is currently vacant.

The proposed placement area is bounded by protective bollards and is across the street from the current Skyline bus stop, which is used heavily in the winter for transport to and from Big Sky. WTI would like to see these bike storage lockers installed adjacent to the Skyline Bus Stop in the future, paired with a bus shelter and some additional bike racks. They have applied for and are awaiting a grant for this piece of the project.

The bike storage lockers will provide a unique parking resource for bicyclists that desire a longer term, covered and secure way to store their bikes whole on campus, commuting to work in Big Sky, or recreating there on the weekend.

WTI is in the process of drafting an MOU with MSU that provides for the following:

- 1) WTI will use FTA State of Good Repair funds to purchase two Huntco BV-2 Bike lockers that can hold four bikes. WTI will provide personnel to manage use of the lockers. Lockers will be reserved or rented out for a small fee on a monthly, semester or seasonal basis determined by demand. WTI will promote lockers to potential users and manage locker keys and rental details.
- 2) MSU Facilities will install the lockers near the Skyline Bus stop and shall keep the lockers and surrounding area free of snow and debris and maintain them as needed throughout the lockers' lifespan. The lockers are powder coated steel and anticipated to be low maintenance.

The lockers are to be removed at which time construction on the new College of Engineering complex begins on South 7th Avenue.

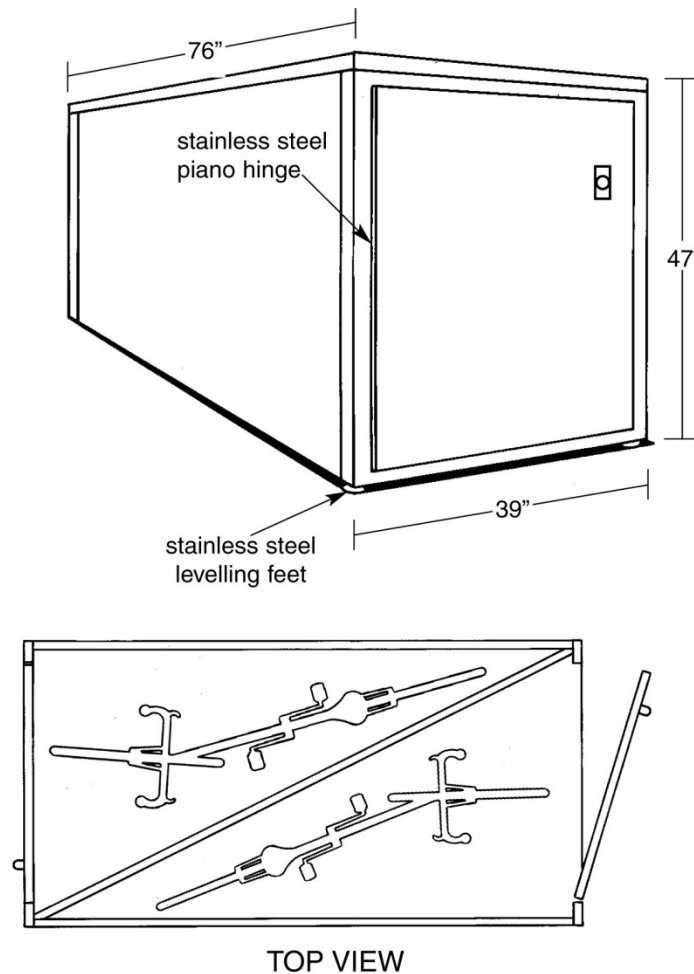


Image of the Huntco bike locker proposed



View into the area where the bike lockers would be placed



Examples of other bike locker installations other than MSU



	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval for the installation of two bike lockers, provided by WTI, in the pay lot on the north side of the ticket booth.		