

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: **September 9, 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 26, 2014.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA -

ITEM No. 4 – INFORMATIONAL - **Jabs Hall Fireplace and Interior Recognition**
Presenter – Sam Des Jardins

ITEM No. 5 – RECOMMENDATION - **Renne Library/ITC Replacement Generator**
Presenter – Jeff Butler

ITEM No. 6 – RECOMMENDATION - **Headwaters Complex Natural Gardens Landscape Signage**
Presenter – Andy Allen

HORIZON ITEMS

- **Pay Lot Bike Locker Installation**
- **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 26, 2014**

Members Present: Walt Banziger - Vice Chair, Jeff Butler, Neil Jorgensen, Bob Lashaway, Chris Fastnow, Jim Thull, Fatih Rifki, Michael Everts, Kurt Blunck

Proxy: Victoria Drummond for Julie Tatarka, Allyson Brekke and Renee Riejo Pera, Walt Banziger for Jim Thull, Carsten Kirby, Tom Stump and Brenda York

Members Absent: Nancy Cornwell, Terry Leist, Glen Duff, Martha Potvin, Robert Marley, Brett Gunnick, Greg Gilpin, Chris Fastnow

Staff & Guests: Randy Stephens, Victoria Drummond, Candace Mastel, EJ Hook, Rebecca Gleason, Robert Putzke

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

ITEM No. 1 – Approval of Meeting Notes

Butler moved to approve the meeting notes from August 12, 2014. Blunck 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

ITEM No. 4 – Recommendation – Pay Lot Bike Locker Installation

EJ Hook presented the background of the proposed bike lockers to be installed in a vacant area of the pay lot on S. 7th Avenue, west of the current Skyline bus stop. The Western Transportation Institute (WTI) has applied for two grants to address bike parking and storage; the first grant was for the bike lockers, which has been awarded, and the second grant was for a bus stop improvement, which WTI is waiting on the result. WTI is now asking MSU for permission to install two locker units (2 lockers per unit) on campus in this location. There are a lot of considerations around this site, including the Norm Asbjornson Innovation Center, a parking garage, and the Skyline bus stop. The proposed location for the lockers has been reviewed with MSU Parking and University Police, and will not displace any other function. This also keeps the lockers within the purpose of the grant by attaching this type of bike parking to a transit system, and allows WTI and MSU to start collecting real data about users for bike parking. The proposal is to test these lockers on this location for one year, until they are displaced by construction activities. Hook noted that while the lockers are not visually appealing, but there are measures that can be taken to make them more interesting and draw interest, such as wraps. There is not alternative bike parking that is being tested on campus, and this is an opportunity to get feedback to help inform future direction for other transit parking solutions.

Rebecca Gleason, an engineer at WTI, presented how WTI would model the use of the lockers and how they would gather information on the use of the lockers. She explained that biking can extend the reach of transit in combination with bus stops, and this site frequently has multiple bikes locked around the area. WTI has researched other places that have bike lockers; for example Stanford University uses a one page bike locker rental agreement. The bike lockers would have contact information for WTI printed on the outside, and they would use a standard rental agreement that would include information about the cost, period of rental (long term), and renter information. Gleason suggested that the fee would be a small amount such as \$10. A Memo of Understanding (MOU) with MSU has been drafted to agree on the installation and maintenance of the lockers. WTI currently has the lockers in their storage and would like to have them be used, while the details of the bus stop continue to be worked on.

Blunck asked for clarification on what the fee to rent would be; Gleason said that Stanford charges \$3 per month and \$36 per year, and WTI would charge a relatively low fee to encourage people to use them at the beginning and see what the demand is and who the users are. She noted that there is an added benefit of not having the bus users parking a car at MSU. Blunck followed up by asking how they are locked; these lockers are keyed and WTI would manage these keys, and only one person can use each locker when it is rented. Blunck also asked where the rental fee would go; Gleason responded that it is not a

large amount of money but that this is still to be determined. Blunck asked how the use and security is monitored; Gleason said that WTI would monitor the use and explained that there are holes in front of the lockers so one can see inside and what is being stored. Gleason is part of the Bike Task Force and this has been discussed with that group; Hook noted that the Bike Task Force is aware of this proposal and they have not come up with any negative points for it. Blunck expressed concern of how to handle a situation when improper use of the lockers is observed, and there should be a procedure for this. Gleason said that WTI will be able to properly remove items that should not be in the locker, and the rental agreement can have language about this.

Lashaway said that he has questions about how the lockers will be used, but that he would rather install the lockers and learn the answers to the questions through testing instead of speculating. Banziger noted that he appreciates that we are looking at options for enclosed or covered bike storage; in terms of campus planning these lockers could contribute to visual clutter and large metal boxes are hard to hide. He expressed concern that if this is a successful venue, there may be additional demand to install others across campus. Blunck added that there is an issue of efficiency, where you could have more bike on a rack in the space of a locker. Gleason noted that there is another intended part of the bus stop to have covered bike parking, and that is not intended to have these lockers everywhere on campus. There are also some places that use a different type of covered bike racks where multiple bikes can hang on hooks.

Hook added that installing now will help gather data about how the lockers would be used and what is important to users, whether it is security, appearance, space taken up, other equipment storage, or covered storage. Blunck asked how this data and information will be gathered; Gleason said they would interview users, and that there is also a survey about out to a random selection of people on campus from the Bike Task Force. Everts asked more about the bike storage that Stanford University has; they have a variety of types of bike storage including enclosed bike cage structures and bike lockers at various locations on campus available for 180 bikes. Everts stated that he does not think 4 lockers will allow much information to be collected about how the lockers are used. There was additional discussion on how much data could be collected and how valid it would be. Hook noted that the information that is collected would be more than what we currently have. Mastel added that the users for these lockers are probably going pretty specific and that they may leave their bike for a long period of time, sometimes when it is dark outside and the risk of theft is higher. She thought some employees of Big Sky using the Skyline would use the lockers. She also thinks that adding this to a parking area is not making it any uglier. There was additional discussion of the appearance of the lockers and the potential demand for more bike lockers on campus.

Banziger commented on the long-term ramifications of bike lockers on campus and if there is a better solution to this such as incorporating bike storage into buildings; he also questioned if the University has an obligation to provide bike storage to users of the Skyline Bus at this location. Mastel responded that campus provides a lot of amenities for non-residents, and some of the bus stop users are also part of the MSU community. Jorgensen commented that if these bike lockers will help gather data they should be done realistically in terms of cost, taking into account maintenance and operations costs; Butler and Blunck agreed that to get true data the study needs to be as real as possible. Gleason commented that the bike lockers are also part of the Transportation Demand Management System and the parking strategy, which encourage people to travel to campus with alternative methods. The grant for these bike lockers is through the Federal Transit Administration and the intention is to integrate bikes and buses by having bike lockers at a bus stop. WTI is also trying bike lockers at the Belgrade bus stop for long distance travel, to see if they are affective at that location. Banziger is concerned that if this is successful at the Skyline bus stop there may be the expectation to put these at addition bus stops on campus, such as the SUB where multiple Streamline routes go through. Gleason said that WTI could calculate a more accurate cost to rent these bike lockers. Lashaway commented that this does not necessarily have to pay for itself, similar to the way that a parking structure would not pay for itself.

Drummond moved to approve the location and allow WTI to determine the cost to rent a locker. Lashaway seconded the motion. The motion did not pass.

The vote:

Yes:	7
No:	7 (York, Blunck, Jorgenson, Stump, Banziger, Everts, Thull)

Everts offered to have a group of students in his Architecture Professional Practice class do research on different types of bike storage that are done other places, and have them report back. Gleason commented that the Bike Task Force has done a lot of research over the past year on what Universities are doing for bike storage, and they have this information. This is an opportunity to try it out, but if it does not work at MSU they can be used elsewhere.

Rifki moved to table this item until the next or a future meeting, while Everts has his Architecture Professional Practice class investigate options. Everts seconded the motion. The motion passed affirmatively.

The vote:

Yes:	12
No:	2 (Butler, Blunck)

This meeting was adjourned at 4:45p.m.

VCD: lsb

PC:

President Cruzado	Heidi Gagnon, VP Admin & Finance	Julie Kipfer, Communications
Melissa Hill, President's Office	Jennifer Joyce, VP Student Success	Jody Barney, College of Agriculture
Maggie Hammett, President's Office	Linda LaCrone, VP Research Office	Susan Fraser, College of Agriculture
Julie Heard, Provost Office	Bonnie Ashley, Registrar	Robin Happel, College of Agriculture
ASMSU President	Robert Putzke, MSU Police	JoDee Palin, College of Arts & Arch
Diane Heck, VP Admin & Finance	Becky McMillan, Auxiliaries Services	Victoria Drummond, Facilities PDC

DRAFT

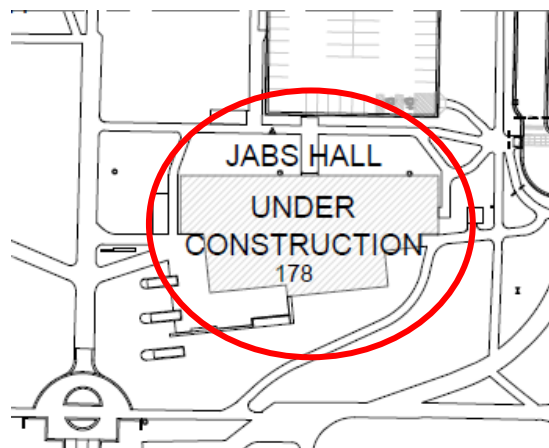
ITEM # 4 Informational	Jabs Hall Fireplace and Interior Recognition
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PRESENTERS:

Sam Des Jardins, PDC Project Manager

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

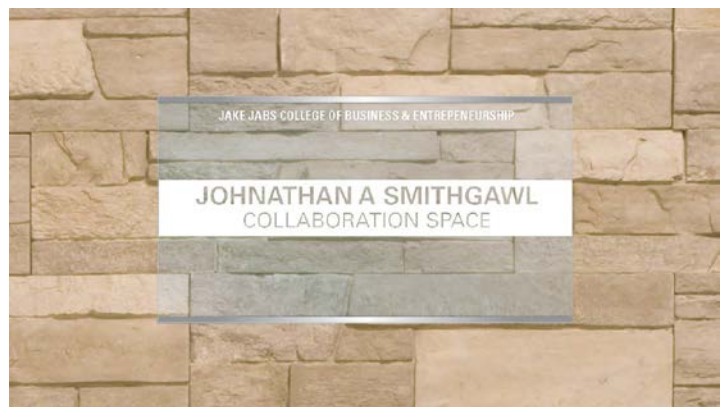
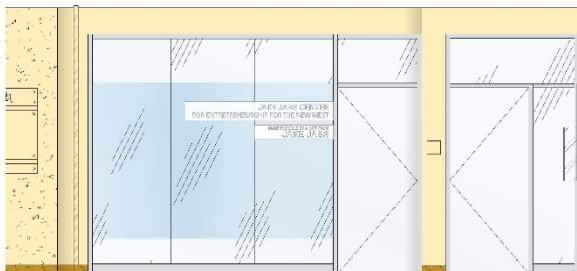


STAFF COMMENTS:

There will be donor signage installed in Jabs Hall; the concept description for the donor signage will be placed next to classrooms, break out spaces, and conference rooms as follows:

‘Donor signage reflects the transparent/semi-transparent interior glass walls of the building spaces. The signs will be located near the entrance of the associated room and will be sized to reflect the size of the space/donation.’

JAKE JABS CENTER
FOR ENTREPRENEURSHIP FOR THE NEW WEST



Jake Jabs will have a Donor recognition at the first floor fireplace and the text/verbiage for the main Donor plaque next to the fireplace (for Jabs) will be supplied by the Foundation.



More information on size, appearance, and material will be presented at the meeting.

COMPLIANCE:	YES	NO
MSU POLICIES	X	X
COMMITTEE OR APPROPRIATE REVIEW	X	X
MASTER PLAN	X	X
BOARD ACTION REQUIRED:		
Informational only – no action required.		

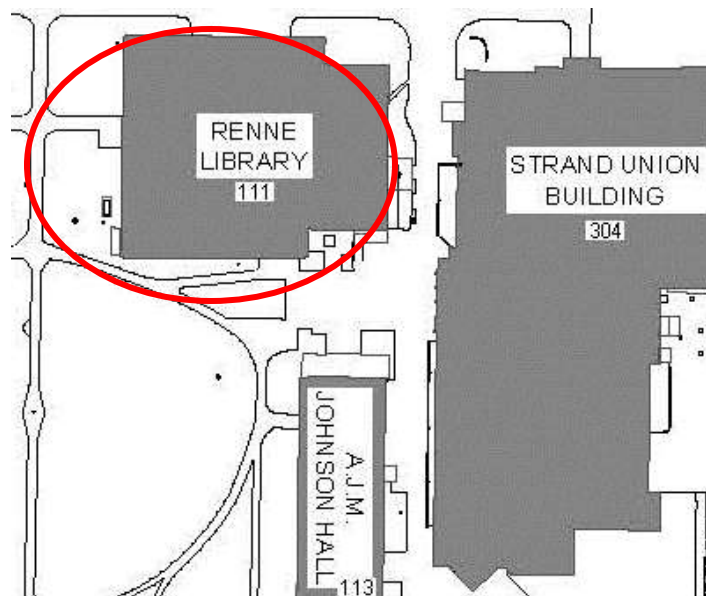
ITEM # 5	Renne Library/ITC Replacement Generator
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PRESENTERS:

Jeff Butler, Facilities Services Director, and Loras O’Toole, University Engineer

PROJECT PHASE:	PLANNING	X	SCHEMATIC	X	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
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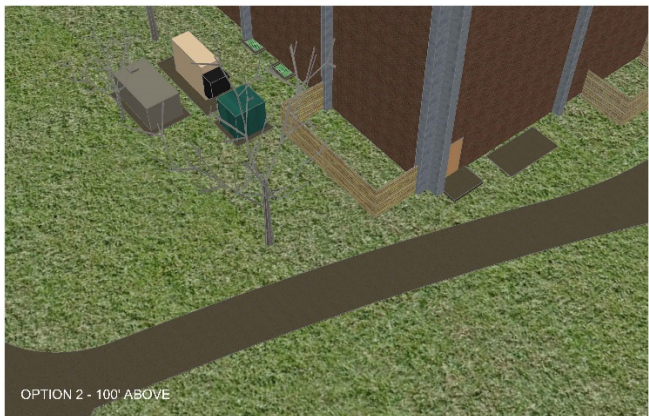
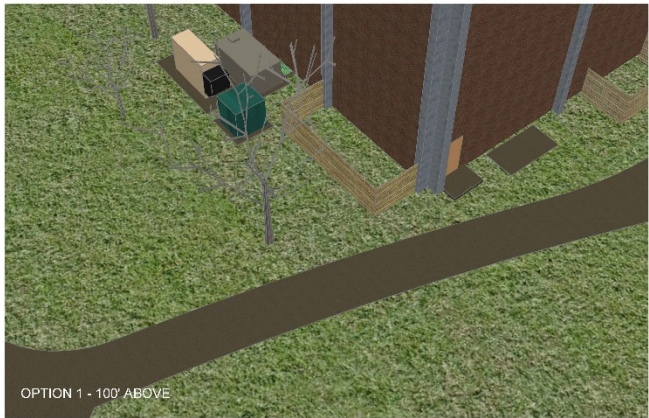


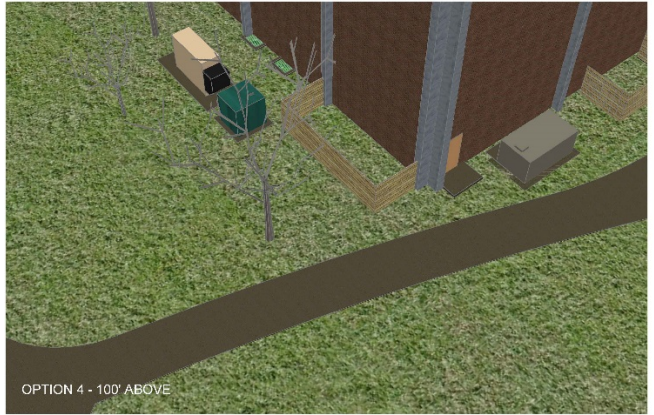
STAFF COMMENTS:

The existing natural gas generator in the basement of Renne Library that provides emergency back-up power to the library and ITC needs to be replaced. A diesel generator is planned for replacement; the generator will be located in the same location and there will be an additional diesel tank, required to be located on the exterior of the building. There are 4 options for the location of the diesel tank (pictured). Some options may be found to be technically infeasible after further investigation.

RENNE LIBRARY

111





COMPLIANCE:	YES	NO
MSU POLICIES	X	X
COMMITTEE OR APPROPRIATE REVIEW	X	X
MASTER PLAN	X	X
BOARD ACTION REQUIRED:		
Eliminate unacceptable options, and rank those remaining.		

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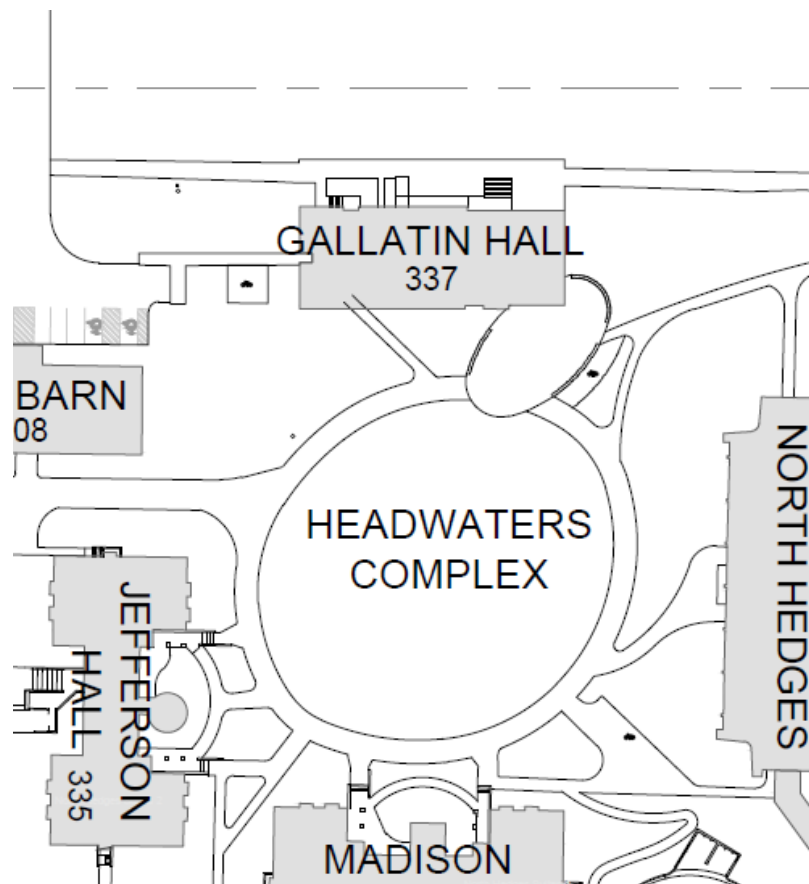
ITEM # 6	Headwaters Complex Natural Gardens Landscape Signage
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PRESENTERS:

Andy Allen, PDC Project Manager

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

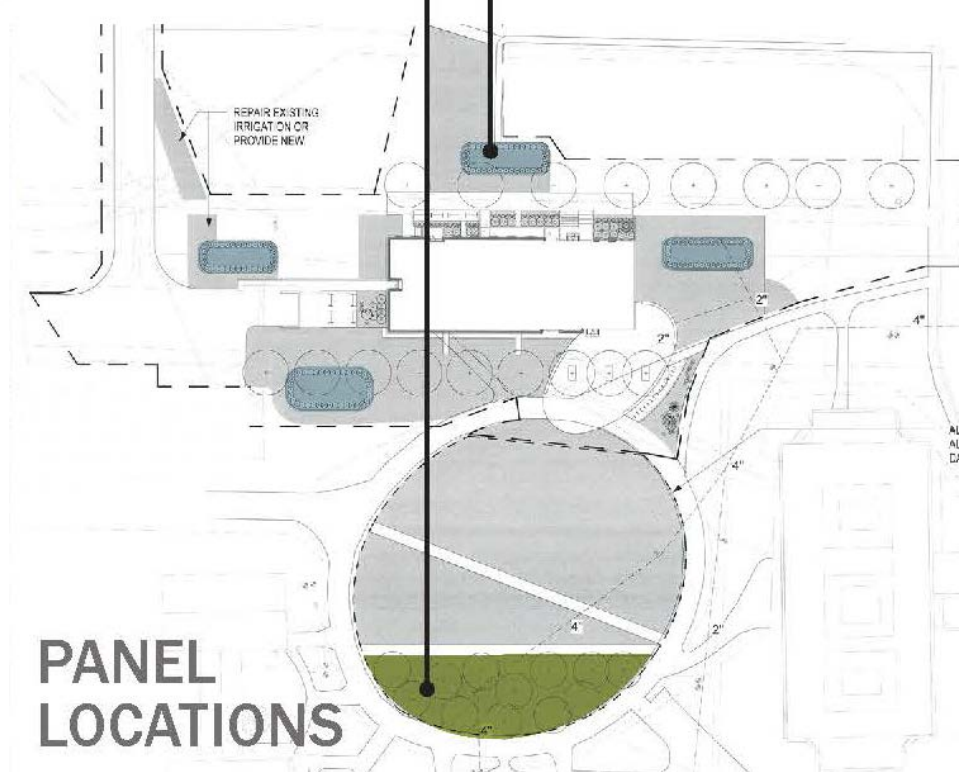


STAFF COMMENTS:

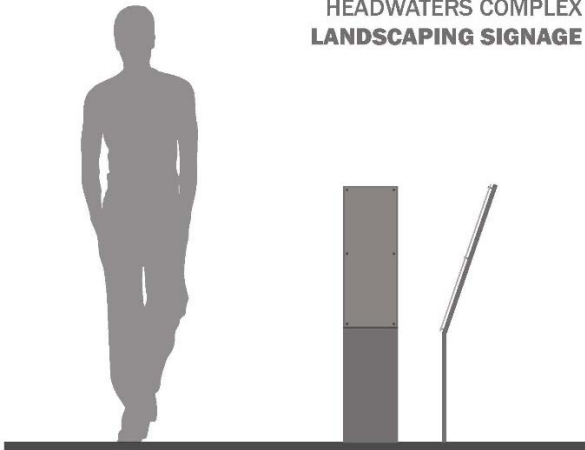
The Headwaters Complex has natural landscape gardens (pictured) that are low maintenance, so Residence Life and the University would like to install informational signs to raise awareness with residents and the public. The following information show what the signs would look like and where they would be installed.

RAIN GARDEN

MEADOW



**HEADWATERS COMPLEX
LANDSCAPING SIGNAGE**



COMPLIANCE:	YES	NO
MSU POLICIES	X	X
COMMITTEE OR APPROPRIATE REVIEW	X	X
MASTER PLAN	X	X
BOARD ACTION REQUIRED:		
Recommend approval of the landscape signs as proposed.		

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34% LESS water

Natural landscaping reduces the need for supplemental water from irrigation with the use of drought-tolerant plants. Less time, work and fossil fuels are needed for maintenance (no lawn to cut).

IMPROVED RAINWATER infiltration

Native landscaping encourages water infiltration and natural groundwater recharge by reducing the amount of non-pervious surfaces, which means less water runoff.



rainwater GARDENS

All storm water is held in gardens until it can infiltrate back into the surrounding aquifer.

ECO COMMUNITIES

Native plants provide food & shelter for indigenous species in our area. Paired with detention ponds, all necessary elements are here for sustainable eco communities to thrive. Food, shelter, water.

bird example (TBD)
bird example (TBD)
bird example (TBD)
bug example (TBD)
bug example (TBD)

NATIVE BIRDS + BUGS



native LANDSCAPE

Native trees, grasses and shrubs support bird and pollinator populations. They recall the natural landscape of the Bozeman area.

plant example (TBD)
plant example (TBD)
plant example (TBD)
plant example (TBD)

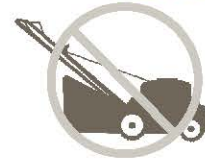
NATIVE PLANT SPECIES

RAIN GARDENS • SUSTAINABLE SITES •

IMPROVED RAINWATER infiltration

Native landscaping encourages water infiltration and natural groundwater recharge by reducing the amount of non-pervious surfaces, which means less water runoff.

NO mow



Native plants mean no fertilizer, less water, and no need to mow.

Native plants have developed natural defense systems that enable them to thrive in the harsh Montana climate.



dormant isn't DEAD

ECO COMMUNITIES

Native plants provide food & shelter for indigenous species in our area. Paired with detention ponds, all necessary elements are here for sustainable eco communities to thrive. Food, shelter, water.

bird example (TBD)
bird example (TBD)
bird example (TBD)
bug example (TBD)
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NATIVE BIRDS + BUGS



native LANDSCAPE

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NATIVE PLANT SPECIES

MEADOW • SUSTAINABLE SITES •