

**MINUTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
February 3, 2009**

Members Present: Susan Agre-Kippenhan - Chair, Kurt Blunck, Allyson Bristor, Jeff Butler, Michael Everts, Brad Garnick, Mandy Hansen, Mary Miles, Tom Stump, Jim Rimpau, Brenda York

Members Absent: Walt Banziger, Scott Davis, Dave Dooley, David Dunbar - ASMSU, Jeff Jacobsen, Jim Thull, Allen Yarnell

Members Represented: Butler for Lashaway; LaCrone for McCoy

Guests: Shane Colvin – ASMSU President; Geraldine Govaerts, International Programs; Skip Hougland, Safety Risk Management; Debbie Drews, FPDC; Victoria Drummond, FPDC

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

ITEM No. 1 – APPROVAL OF MINUTES

Michael Everts and Brenda York noted corrections for ITEM No. 5. Kurt Blunck moved to approve the minutes from January 6, 2009. Jeff Butler seconded the motion. The minutes were approved unanimously with changes noted.

ITEM No. 2 – Executive Committee Report

Victoria Drummond presented the report. The Office of Civil Rights suggested that MSU consider additional notification regarding ADA access to buildings along with the international symbol on the door. Montana Hall was specifically suggested because its main entrances have exterior steps and it is a student administration building. The sign will include a map with the route to the building's accessible entrance. The same style of informational signs already utilized on Centennial Mall will be used with an ADA access map, two for Montana Hall and one for Herrick. Yesterday, the Executive Committee reviewed whether the color should be bronze or ADA blue. The Executive Committee decided to use bronze colored steel with an ADA sticker on the upright portion of the sign. The maps will be encased in Plexiglas, so they can be updated. The signs will be installed as close to February 13, 2009, as possible.

ITEM No. 3 – Informational – International Programs Food Bazaar Sign

Geraldine Govaerts of International Programs explained that the purpose of the International Street Food Bazaar sign is to promote the Bazaar to the Campus Community as well as the Community of Bozeman. It is an 8 ½ feet by 3 ½ feet plastic sign painted yellow and red stating the date and time, with a heavy metal stand attached to a pole. The corner of 7th and Kagy is the ideal location for the sign. The bazaar will take place Saturday, February 21st from 4 – 7 pm, in the MSU SUB Ballrooms.

Victoria Drummond explained that this is an informational presentation, because the Outdoor Program Agreement has already been filled out and reviewed by University Police, ASMSU, Food Services, and Facilities, who have all signed off on it. UFPB extended unanimous support for the program and use of a temporary sign.

ITEM No. 6 – Recommendation – Policies Regarding Bonfires on MSU Campus

Shane Colvin, ASMSU President, introduced the recommendation for two different items: a bonfire Saturday afternoon, February 7, 2009; and a Bonfire Policy for future events.

Steps already taken are as follows: The Fire Marshal is aware of the bonfire and ready to answer to any emergency; approval for a recreational bonfire from the state level has been given from the Department of Environmental Quality; instead of a band, 96.7 KISS-FM is willing to broadcast live from the bonfire; Kenyon Noble has given a commitment for the holding wood to be used as fire wood which will be free of nails and staples; trashcans, a table for hot chocolate, and a small pit, about six inches deep and ten feet in circumference has been requested from Facility Services. The Outdoor Program Agreement Form is the only thing that needs to be completed, which requires Facilities, Auxiliaries, and University Police to sign off on it.

Kurt Blunck, MSU Parking Manager, stated that he was not aware of the request to use "F" parking lot for the bonfire. Blunck believed that "F" parking lot was logistically bad, because cars and fire don't mix well.

Jeff Butler informed UFPB that historically bonfires were part of homecoming. It grew into a huge event that became difficult to manage. There is no governing group to say yea or nay about this issue. Butler was not comfortable with the Outdoor Program Agreement being the one mechanism. Based on history, he would have to say no, because liability and risk on campus outweighs the spirit building and community involvement. Facilities has suggested that what is needed, if someone wanted a ceremonial bonfire, is a designated place that it would happen and a container constructed for the bonfire.

Tom Stump was concerned that the parking lot would not be returned for use by noon the next day. The area with the rodeo dirt was considered, but was decided to be too small.

Shane Colvin then suggested that a decision be made about the bonfire on Saturday and later a policy be created for bonfire events after Saturday.

Jeff Butler suggested for this onetime event that a ten foot square configuration of Jersey barriers be utilized to contain the bonfire. The bonfire should not be higher than four feet high, and someone will have to monitor the area for hours after the event. The area south of Kagy was then considered which would require a safety person monitoring the street crossing.

The consensus was to defer the first request of this item to the subcommittee to resolve the issue before Saturday and that the rest of UFPB will agree to the decision. The second request of this item will be placed on the February 17, 2009, UFPB agenda for discussion.

The subcommittee members who are to meet with Teresa Snyder, ASMSU Representative, Wednesday, February 4, 2009, are Jeff Butler, Tom Stump, Skip Hougland, and Kurt Blunck.

ITEM No. 4 – Informational - Hamilton Hall Adaptive Reuse/Structural Renovation

Project Manager, Debbie Drews, presented the information on the adaptive reuse/structural renovation of Hamilton Hall. The project went out to bid Sunday, February 1, 2009; bids are due February 24, 2009; construction to start the first or second week of March and stop December 31, 2009. The primary aim of this project is to deal with the building's structural issues that have existed for some time. This project covers renovation of the first floor, new foundations, and new staircases up to the first floor only. The crawl space will be excavated to make room for new mechanical equipment and a pit will be excavated to make room for a future elevator. Part of this project will include the first phase work to upgrade the mechanical, electrical, and plumbing systems in the building. The windows will be replaced; the brick work repaired except the main entrance where rain drain pipes and gutters will be installed. It won't look any different than the way it does now except for the addition of drain pipes.

The staging area on the east side of the building displaces four disabled parking spaces (these were relocated) and two of the R1, R2 parking spaces. Also, the staging areas will be fenced on the north, west, and south sides of the building. The east sidewalk will be closed off, so the only entrance to the building will be the main north entrance which has exterior steps, so there will be no ADA access at all to the building while under construction. The fire escapes will remain. Much of the original historic detail will be put back in place.

ITEM No. 5 – Informational – Parking and PTAC

Kurt Blunck gave the PTAC (Parking Transportation Advisory Committee) Quarterly report to UFPB on PTAC activities.

The Business Plan has been rewritten to reset the fee and fine structure. The Business Plan will be up on the MSU website as soon as the lot count is completed. The plan has passed PTAC; VP Roloff will take it to the Board of Regents this spring as the proposal for the fee and fine structure.

There are two types of maintenance: long term, currently under review by facilities, and yearly, reviewed during summer.

There are no new lots or parking structures pending.

PTAC will be looking at service drive issues to insure they are free and clear and are utilized efficiently.

There will be a study over Spring Break to determine what needs to be done to bring ADA spaces up to code. Currently, there is a lot and reserved space study on campus.

Reserved spaces will be contracted if not utilized, or permits will be increased. Parking spaces are a little tight right now because of current construction staging.

ITEM No. 7 – Informational – Proposed Campus Crosswalk Reconstruction Locations

Jeff Butler presented the Campus standard concrete crosswalks, which were installed in the S. 8th Ave. and Harrison Street/Cleveland Street Project (the planning was discussed at a former UFPB meeting). The design worked out nicely from a Facilities perspective, maintenance, and appearance wise. Five other crosswalks were identified (map provided) with aerial views for upcoming projects depending on funding. The main nodes on Campus will not be addressed first.

OTHER

It was decided to put a discussion item, The Outdoor Event Agreement Form Process, on the February 17, 2009, agenda.

This meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Donna Abel, Administrative Associate
Planning, Design and Construction

pc: Geoffrey Gamble, President
ASMSU President
Al Bertelsen, Director, Strand Union
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Lisa Duffy, Assistant to the Dean of Agriculture
Victoria Drummond, Associate Planner
Joseph Fedock, Senior Vice Provost
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Linda LaCrone, Assistant to the Vice President for Research, Creativity and Technology
Donna LaRue, Assistant MSU Chief of Police
Glenn Lewis, Assistant to Vice President for Student Affairs
Shari McCoy, Assistant to the President
Becky McMillan, Administrative Associate, Auxiliary Services
Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, MSU Police
Jennifer Joyce, Assistant to the Vice President for Planning and CIO
Jody Barney, Budget and Fiscal Director, Office of Agricultural Experiment Stations
Kathleen McPherson-Glynn, Assistant to the Dean, Arts and Architecture