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PROJECT MEETING NOTES

Project Name: **Church of St. Joseph Master Plan Study**
Project Number: 1037
Date: November 4, 2010
Time: 6:00 pm
Location: Lab School Meeting Room
Purpose: Special Events/Community Focus Group Meeting
Participants: Hagemeister & Mack Architects (HMA): Courtney Cooper
Church of St. Joseph Gary Kraft, Herb Bechtold, Jeny Meyer,
Bernie Evans, Jean Weyer, Doug
Danielson, Trish Gannon, Tom
Krebsbach, Mike Lehn, Karen Backes,
Brenda Berg-Arnold, Gerry Klaphake,
Tom Ethen, Alex Schelper

The following information and discussions constitute the understanding by the Architect of this meeting. Any additions or corrections should be brought to the attention of the Architect.

1. Overview of master planning process:
 - a. The Programming and Facility Evaluation Team (PFET) worked over the last couple years to evaluate the current and future needs of the parish, in regard to programs and the facilities needed to support them.
 - b. The Planning and Design Committee is continuing the planning process. The committee requested proposals from architects to help in the planning process, and interviewed them this summer. Hagemeister & Mack Architects was selected, and has met once with the committee to discuss the project.
 - c. The committee organized six focus groups to meet with HMA to discuss the parish's needs. These groups are: Ministries/Outreach, Buildings & Maintenance, Parish Staff, Education, Special Events, and Worship.
 - d. Meetings with the focus groups are for the purpose of ascertaining the facilities that are required or desired to support the parish's activities, and to listen to the parishioner's ideas. HMA is not doing any design work until all the focus groups have been met with, and the input received has been analyzed.
 - e. After reviewing input from the focus groups, HMA will meet with the committee to discuss the outcome. HMA will then proceed to work on schematic ideas, probably exploring several significantly different options based on different or competing ideas that surfaced during the focus group meetings. Designs may also incorporate phasing to help prioritize needs and address budget limitations. Meetings will be held with the committee to get their feedback as design work progresses.

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- f. When the committee feels that a concept or concepts have been developed that address the parish's needs, the work will be presented at a combined meeting with all the focus groups to get their feedback. It is expected that this group's feedback will be a good indication of how the parish will receive the work done so far.
 - g. The project will then be presented to the entire parish for their feedback. If the response is favorable, the parish will then submit the project to the Diocesan Building Commission for their review, probably in January or February. If approved by the Commission, the parish will then to proceed with undertaking a fundraising campaign for the project.
2. As described below, the main master plan elements identified in the PFET report were discussed, as well as the relative priorities of each, to get additional input from this group. Also, ideas given at previous focus group meetings were repeated to hear this group's reactions.
3. It was noted that previous groups have expressed concern about building an addition if the Lab School were to be closed. The school planning group is expected to make their recommendations to the Bishop public in the next few weeks (see notes from the Buildings & Maintenance Focus group meeting for more details). This issue will be taken into consideration in HMA's planning work.
4. Possible locations for an addition were discussed, including on the west, north and east sides of the existing church, and how these relate to the existing parish office building. There was not any general consensus on this topic.
 - a. Some felt that an addition would best be located on the east side of the existing church, south of the existing parish house, with a connecting link back to the current entrance at the north end. This approach would leave the façade of the existing buildings, the adjacent green space, and the existing school parking lot intact. The existing sacristy and restrooms between the church & parish office would be demolished to accommodate the new connection. The possibility of reversing the direction of the worship space, with the altar at the north end of the church, was also discussed, but no one expressed support for this idea.
 - b. Other options for adding on to the east side of the church were also mentioned:
 - i. As detailed in the 'Ministry/Outreach' and 'Buildings & Maintenance' focus group notes, the parish office building has a number of problems. The interior of this building could be gutted, the rectory demolished, and the office incorporated it into an addition to the south. This would leave the north façade of the office intact.
 - ii. An idea was offered for moving the sanctuary to the west side of the church, opposite from doors to a new gathering space.
 - iii. Several people expressed support for demolishing the parish office and rectory to make room for a new addition. The stone from those buildings could be used in the addition. Those present agreed that the parish office does not function very well in its current state, as described at previous meetings.
 - iv. HMA will look into what building code requirements there might be for the existing parish office building if an addition is made to it, but no work is done inside it, as well as whether gutting the interior of the building would affect its status on the National Register of Historic Places.
 - c. Others argued that in order to best encourage social interaction after Mass, the gathering space needs to be directly adjacent to the entrance doors to the church space. This would best be accomplished by an addition on the north side of the church, if the existing arrangement of the church interior is to be retained. The drawbacks of this approach voiced at previous meetings were also described here.
 - d. Some favored locating an addition to the west of the church, with a possible connection from the church to the school. The current playground location is not very safe anyway. This would be a nice accommodation for school students attending Mass, faith formation and other activities that use both buildings.

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- i. HMA will verify whether fire vehicle access is required around the east side of the school. It was noted that a west addition might conflict with the existing steam pipe between the church and school.
5. Gathering space, social hall and related spaces:
 - a. This group was in agreement that a gathering space and social hall should be the highest priorities of the master plan.
 - b. A social hall could include several multi-purpose rooms, either permanent or temporarily enclosed by operable partitions. These rooms could be used to accommodate numerous activities, including small wakes, child and adult faith formation, child care for events, choir warm-up and rehearsal, children's Liturgy of the Word, and various kinds of meetings.
 - c. A fairly comprehensive list of parish events & activities was obtained at the Ministries/Outreach focus group meeting. Some additional related input was given by this group:
 - i. Social hall should probably accommodate events with 300 people, and be designed for events with dances and bands. Concern was expressed that a capacity of 250 may be too small for some events, such as weddings.
 - ii. Concern was mentioned that Saturday afternoon wedding receptions would conflict with the Saturday 5pm Mass. The plan can be designed to avoid conflicts between such events.
 - iii. Social hall and related spaces could be rented out to outside groups, such as Boy Scouts, 4H and AA.
 - iv. It's typical to charge for use of social hall space; not for the purpose of profit, but to offset costs the parish would have in operating the space.
 - v. When liquor is served, the liquor license is carried by the caterers providing the liquor. The parish's insurance allows for such activities.
 - vi. A gathering space and social hall addition could be utilized for some of the 4th of July festival events.
 - vii. School plays and concerts could be done in a social hall, but might be better accommodated off-site.
 - viii. The Spring Spectacular currently occurs in the Activities and Dining Rooms. There are usually about 250 people present, which feels very crowded.
 - ix. The kitchen should be designed to accommodate professional catering, as well as being a full-service kitchen.
 - x. Some small groups meet off-site, and may prefer to do so even if a social hall, meeting rooms, etc., are built.
 - xi. Basement storage would be a good idea. If other more regularly-occupied types of spaces were in a basement, there should probably be both freight and passenger elevators. It may be better to not have such spaces in a basement.
 - d. Managing security between the social hall and other parts of the facility could be more easily managed using keypads instead of keys. Instead of people having to pickup keys, they could be given codes over the phone.
 - e. A diaper changing table should be provided in the restrooms.
6. The master plan elements relating to other aspects of the facility were discussed, and the following input given:
 - a. There aren't very many Sundays during the summer where the church is uncomfortably hot, so air conditioning in the church should not be a priority.

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- b. A parent that was present gave support for the idea of a nursery with a video connection to the church. This function could also happen in a multi-purpose room.
 - c. The existing sacristy in the church does not function as a sacristy anymore; it's only used for storage.
 - d. The parish has previously talked to the monastery about using their property to the west for the Lab School children to play on. The sisters were not receptive to this.
7. The parish has a good history of donating generously for specific purposes. During the last capital campaign, about 15 years ago, they reached 98% of their goal.

END OF MEETING NOTES