



277 W. Nationwide Blvd.  
Columbus, OH 43215  
Telephone: (614) 464-4500  
Facsimile: (614) 464-0588  
*Architectural & Engineering Services*

## PROJECT MEETING REPORT

**LOCATION:** Village of Ashville  
200 East Station Street  
Ashville, OH 43103

**MEETING DATE:** June 2, 2014 @ 2:00 p.m.

**BY:** Sandipan Aditya

**ISSUE DATE:** June 10, 2014

**ATTENDEES:** **Ashville:** Tom Bouts, Franklin Christman, Adam Kehoe  
**URS:** Jeff Kerr, Matt Noelker, Sandipan Aditya

**PROJECT:** WRRF Admin Building Design

**JOB NO.:** URS: 14578119

**RE:** Design Kickoff Meeting

**COPIES:** Attendees (see above), URS Central Files

This report will confirm those items discussed and/or reached. Unless information to the contrary is received within five (5) working days, the writer will assume all participants agree with the contents of this memorandum.

The meeting was held at Ashville Village Hall. Items discussed were as follows:

**A. An agenda was distributed, which is attached.**

**B. WRRF Administration Building Design Discussion Items:**

1. Two private offices are requested, 1 for water and 1 for wastewater personnel. Each office should have work desk and limited amount of filing space.
2. The design should incorporate some flexibility for future needs and expansion of work force. The space can be used as storage now and converted to office space in the future.
3. A need for a drive through bill pay window is under consideration. The village will inform URS when a decision is made regarding the need for this window.
4. A map room is requested to store all the maps that are now scattered at different location. Two large map cabinets and some storage is requested. A large monitor is required in the map room to view the plans/maps that are already digitized.
5. The control room can be combined with the Map room. The control room only requires two computer stations.
6. A 10'x15' lab space is requested, with basic instrumentation. The village will provide URS with more specific requirement for design of this space.
7. Men's and Women's restrooms are requested with shower facility and locker spaces.
8. A break area/room is requested with cabinets/counter space, microwave oven, sink and a small sitting area. This space may also be used as a conference room.
9. A storage room will be designed in this building for small equipment and supply storage. A separate garage at the back of the administration building is considered for storing vehicles and large equipment—to be designed and built under a separate contract. The village will inform URS of an approximate area for the storage in the Admin building.
10. The Earnhart Hill Facility was cited as an example administration/maintenance building for

URS to review.

11. A combination of Split-face and Ground-face CMU was discussed as suitable materials for the building exterior. URS will provide color options for CMU to the village to select at a later date.
12. A sloped standing seam metal roof will be used at the Admin building.
13. URS will prepare a draft plan for the Admin building and review it with the Village Administration for further development. Matt Noelker will coordinate the date for the design review meeting.

The meeting was adjourned at approximately 3:30 p.m.

**END OF MINUTES**