



Cashman Stahler Group

June 2, 2021

Meeting Minutes

Meeting Date: June 2, 2021

Project: Site Improvements
Capron Elementary School
North Boone Community School District 200
CSG729

<i>Participants:</i>	Dr. Michael Greenlee	- North Boone CSD 200
	Jim Nolen	- North Boone CSD 200
	Melissa Geyman	- North Boone CSD 200
	Nicole Difford	- North Boone CSD 200
	Greg Stahler	- CSG

Prepared By: Mr. Greg Stahler

Meeting Purpose: Design Concept Review Meeting

Topics of Discussion

The following summarizes the discussions related to Site Design Concept (C200), the most recent version of the site improvements design for the Capron Elementary School.

1. *Bus Drop-Off / Staff Parking* - The following modifications, previously discussed by the Design Team, were incorporated into this Site Design Concept:
 - a. *Bus Access Drives* - A second access drive has been added, providing separate entrance and exit drives. The new access drive configuration was incorporated to avoid relocation of the existing power pole located in the Wooster Street right-of-way.
 - b. *Buss Drive Width* - The drive has been widened (31 feet) to permit automobile parallel parking along the curb for after school activities.



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2. *Bus Drop-Off / Staff Parking* - The following Site Design Concept modifications were recommended by the Design Team:
 - a. *Building Sidewalk* - Adjust the east/west dimension of the bus drive (and/or the number of parking spaces) to increase the distance between the bus drive curb and the east building elevation/entrances.
 - b. *Electrical Service* - Modify the parking spaces and traffic island as required to retain the existing electrical service pole. (See Electrical Service Alternate discussions)
 - c. *Sidewalk* - The length and configuration of the sidewalk on the perimeter of the drive is appropriate. Only a portion of the curb will need to be depressed for ADA accessibility.
 - d. *Depressed Curb (Snow Removal)* - Provide a section of depressed curb along the south drive and east of the sidewalk for snow removal.
3. *Dumpsters* - Provide a concrete pad and access drive extending north from the bus drive for the dumpsters (in a similar location as the existing dumpsters). Provide enclosure to visually screen the dumpsters. Access drive will also provide fire truck access to the north side of the school.
4. *Storage Building* - District to explore the demolition and potential replacement of the existing site storage building. A replacement building would be located in the same location as the existing building.
5. *Site School Signs* - Both of the existing site signs will be removed. District will facilitate the installation of a new school monument sign adjacent the new visitor / parent entrance drive. A conduit for electrical service will need to be provided for the sign.
6. *Building Entrance G* - Provide a set of stairs, landing, and handrail for the building entrance. No ramp is required.
7. *Flagpole* - The existing flagpole will need to be removed/reinstalled or replaced.
8. *Domestic Water Service (Alternate)* - The existing water service is located beneath the new parent/visitor entrance drive. The replacement of the service will be included as alternate bid scope of work.
9. *Electrical Service (Alternate)* - The existing pole-mounted electrical service replacement with an underground service will be included as alternate bid scope of work.



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10. *Parent / Visitor Parking* - The south row of parking spaces (16) could be relocated to the north side of the parent/visitor access drive. The objectives of the relocation will be to reduce the quantity of imported fill required and to retain as much of the existing asphalt playground footprint as possible. Provide depressed curb on south side of driveway for snow removal.
11. *Parent / Visitor Driveway Sidewalks* - Extend the north sidewalk further west toward the playground areas to eliminate the students walking through standing water or waterlogged grass. Provide a concrete paving area east of the building and north of the drive for parent gathering. Extend the north sidewalk around the west and south perimeter of driveway to the playground.
 - a. Four to five parent vehicles may cue for student drop-off at one time. On a typical day, approximately 20 parents will drop off and pick up children in the morning and again in the afternoon.
12. *Asphalt Playground* - Selectively remove north portions of existing asphalt playground as required for the new parent/visitor drive. Provide asphalt drive between the playground and the parent / visitor driveway. Provide bollards and/or gate to close off and secure playground drive. Playground could be used for overflow parking.
13. *Asphalt Playground (Alternate)* - Include the replacement of existing asphalt as alternate bid scope of work.
14. *Typical Site Restoration* - Provide seed, fertilizer and blanket for all site restoration areas.
15. *Landscaping* - No new landscaping will be included in the project scope of work.
16. *Softball Field* - The existing softball field is to remain. The backstop is new. The restoration of the the infield will be addressed as a future initiative. The configuration of the new detention should minimize impact on the outfield.
17. *Cut and Fill* - Initial clay cut and fill quantities are anticipated as follows:
 - a. Bus Lot - 1000 cy cut.
 - b. Parent Parking / Drive - 2500 cy cut.
 - c. Detention Basin - 1000 cy fill.
 - d. Relocation of the parent / visitor parking lot was recommended as a means of reducing the quantity of required fill.
 - e. The entrance sidewalk between the drop-off drive and the parking spaces can be sloped (or ramped) as a means of reducing the quantity of required fill.



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18. *Detention* - Provide grass bottom vegetation for the detention area.
19. *Schedule* - The present timeline for the project (subject to the duration of the stormwater permitting process)

April 2021

Topographical and Boundary Survey
Geotechnical Report
Site Design Option Review and Selection

May 2021

Survey
Site Conceptual Design

June 2021

Board of Education Scope Review and Approval
Construction Documents
Assemble and Submit Stormwater Permit Documents

July 2021

Bidding
Board of Education Bid Award

August - November 2021

Construction (may require phasing)

Please review these meeting minutes and advise us in writing of any additions or modifications to the information contained in this document.

cc: All Participants