

North Boone Community Unit School District No. 200
Minutes of the Facilities-Long Range Planning Committee Meeting
District Office
6248 North Boone School Road
Poplar Grove, Illinois 61065
Wednesday, September 18, 2019
4:00 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Ed Mulholland at 4:00 p.m. The following Committee members were present: Dr. Mike Greenlee, Tom Kinser, Jim Nolen, Mary Piskie, Dale Purvis and Heather Walsh. The following Committee members were absent: Jim Etes, Kelly Hanaman, Greg Stahler and Alex Tilford. Mr. Mulholland stated Dean Schultz was being added to the Committee as a community member. Also present: Brian Haselhorst.

AUDIENCE TO VISITORS

Ms. Nancy Schilling, Booster Member wished to address with the Committee regarding the athletic stadium. Ms. Schilling said this was a big concern in the community, that she had received numerous inquiries regarding this project and wanted to touch base with the Committee on the status. She noted the bleachers, track, football and soccer fields have been generally the same for at least the last 40+ years. Ms. Schilling stated 700 tickets were sold for the last game and we didn't have the ability to seat them. She questioned how we can charge admission without providing any seating. The Boosters have visited both conference and non-conference schools and they all have newer facilities than North Boone. She said the Boosters are ready, willing and able to help, and have approximately \$100,000 earmarked for this project. They are ready to do fundraisers, but are hesitant if they can't let people know there is a plan, and how it will be funded. She was here tonight to see what the agenda and plan is, and if there is a plan, how are we going to fund the project.

REVIEW PROJECTS FROM SUMMER 2019

Dr. Greenlee asked Mr. Nolen to present the status of the 2019 projects.

- He recommend running a camera through the PGE sewer lines every two years.
- Tuck pointing was performed last year and PGE and MS.
- MES roof was nearly all complete, with the exception of changing out some skylights to clear.
- UE, MS and MES classroom signage will be addressed this year.
- UE upper north floor replacement will need a decision on the material. Administration was waiting until new staff were in place to decide on a no-wax floor, carpet or VCT. The principal and custodian will review durability, cleanability and costs. Dr. Greenlee suggested pricing all three options and bringing back the pros and cons of each. Mr. Schultz stated no-wax won't hold up as even hand cleaner eats through wax and tile, and felt this would not be a durable as commercial grade tile.
- CES concrete stoop needed to be replaced at Door G. Mr. Mulholland suggested addressing the parking lot and concrete work necessary from the water leak at the same

- time. Mr. Schultz suggested pulling out the septic and tie into the village, as last year the septic was pumped 24 times at \$200 each. He said the Pre-K room, custodial office and computer lab was affected. Water came up into computer lab and they will need to lift the carpet and break the concrete.
- PGE and HS lots were sealcoated.
 - Addressed general carpentry needs at all six schools. Mr. Schultz noted there were six doors at CES that will need to be shaved and planed.
 - MES bottom boiler tubes were replaced. Mr. Schultz said the CES boilers should run 24/7 and we are ruining the tubes by turning the boilers on and off. He stated they needed to be tuned and timed. He addressed his concerns with Rockford Steam Boiler and was told to shut them off only in the summer for inspection and let them idle instead of turning them on and off.
 - One motor starter was replaced at the UE
 - Doors at CES hallway, west ramp area need to be installed, but this is the old library area and we need some design changes.
 - CES library air conditioner was replaced.
 - Brick repair work will be done on the baseball dugouts.

Mr. Mulholland asked if there was consistent equipment in the buildings such as floor scrubbers, vacuums and snow blowers. Mr. Schultz asked why there were no asset value tags on the equipment. Mr. Mulholland asked about preventative maintenance, and Mr. Schultz replied if we had a PM program with someone performing the work, we would save lots of money.

The sum on the bottom of the 2019-2020 project list was \$581,850. Dr. Greenlee said he would check, but that total may be just the tally of the entire spreadsheet. Mr. Mulholland asked if this amount had been set aside and if we were going to pick off other items.

DISCUSS PROJECTS FOR FY21

Mr. Nolen discussed the spreadsheet that listed upcoming projects, and provided the following statuses:

High School: Repaired catch basins, gym roof repair was under warranty, under floor library drain leak was repaired, cafeteria tables repaired, softball backstops were addressed and they are currently repairing dugouts.

Manchester: Entry window replacement, some classroom windows replaced, painted exterior of gym, and replenished playground mulch.

Middle School: Painted classrooms, entrance and soffit, carpeted music room and repaired pot holes.

Poplar Grove: Resealed parking lot, but still need some striping completed.

Upper Elementary: Replaced gaskets and clamps on boilers and repaired tile at door E.

Capron: Repaired pot holes. Dr. Greenlee noted there needed to be extra fencing to finish outdoor projects which will be presented at the September Board meeting. He acknowledged the freezer issue, and noted we had an employee slip and fall. Mr. Schultz had serious concerns about the CES freezer. A new box would be \$5,350 plus \$300 shipping and would include a custom order of a door, walls, floor and a ceiling and have a 4-6 week lead time. After speaking with the manufacturer, he recommended going this route. He also spoke with Geostar and said the cost for removal and

install would be \$1,500. He also found a 3-door freezer option, but there would be electrical and space issues. GFS has a freezer trailer that we could use for one week during the transition. Mr. Schultz said the cost for a door only is \$3,300 and will not resolve the issue. He stated it is leaking into the gym hallway, and they have to put towels down to absorb all the water. Mr. Schultz estimated \$10,000 would get the job done. He said the freezer has been bad for years and as a result has now caused an injury. The Committee agreed to add this as an agenda item for the September 24th Board meeting. Mr. Kinser asked if there was a need for engineering or architecture review of the electric or Freon needs. Mr. Kinser requested a look of a whole package with a complete system price, partially due to the use of R22 Freon. Mr. Schultz offered to obtain quotes with different refrigeration mounts.

Dr. Greenlee addressed the roof leak in the CES cafeteria. He said teachers and administrators would like the café dividers taken out as they are not being used and are not needed. They have now been soaked with water due to the leak. After some discussion, Mr. Mulholland recommended the removal and disposal of them instead of putting them in storage.

REVIEW 10 YEAR PLAN

Dr. Greenlee said they will tackle UE flooring, HLS signage, the CES freezer, along with the CES ball field and Pre-K playground. He said they know they have parking lots at the MS and CES that are big ticket items that are still on the list.

UPDATE ON CAPRON PLAYGROUND AND BASEBALL FIELD

Dr. Greenlee provided three fencing bids for the Committee to review and said they will put the CES ball field and playground fence on the September Board agenda. The lowest bid was from Rock County Fence and Deck for \$5,606 pending a site visit.

Mr. Kinser said it would help to see the comparison of budget vs. actual costs. He felt it would be helpful to have this broken out by capital and operational expenses, in an effort to show the money is not competing. Dr. Greenlee offered to have Ms. Geyman break this out for the next Board meeting.

Mrs. Walsh saw that the MES playground mulch had been replenished. She noted a couple years ago she was told that replacing mulch was not within the scope of the Facilities Department. Therefore the PGE PTO paid for their own mulch which was an \$8,000-\$10,000 project. Dr. Greenlee said he will investigate who paid for the MES mulch, as he wanted to remain consistent.

IMPLEMENTATION OF WORK ORDER PROGRAM TO IDENTIFY REPAIRS AND UPGRADES

Mr. Mulholland had requested this topic to help determine when to replace items, and was hoping the asset tracking piece could become part of this work order program. Dr. Greenlee and Mr. Nolen had discussed that this tool may help with communication, organization and trying to pull together all of the to do lists. The IT Department researched the potential cost for adding maintenance and custodial to the service desk ticketing system, and the cost is estimated to be \$1,597.50. The ticketing system would work like the system that is in place for the help desk. The maintenance

requests would be based on pre-setup templates/categories, then routed to the proper person for completion, allowing Mr. Nolen the ability to make sure tasks were being completed, and to offer assistance when needed. The ticketing system could also be advantageous at year-end to better understand the needs of the District through reporting. Mr. Schultz stated he uses a paper tracking working order system and prefers in-person requests with the Facilities Director. Mr. Nolen will start to investigate this option and if the custodians would be on board with this system. Mr. Mulholland suggested going forward we should to start tracking items once they are purchased.

FEEDBACK FROM HEAD CUSTODIANS REGARDING KNOWN MAINTENANCE BUILDING ISSUES

Mr. Nolen had asked each custodian for a list of outstanding work and needs for each building, and received a comprehensive list from Mr. Schultz for CES.

MIDDLE SCHOOL GYM FLOOR AND STAGE

Mr. Mulholland noted the gym floor looks dingy. Mr. Purvis thought the last time it was done was in 1998.

SCHOOL SAFETY

Mr. Kinser proposed a placeholder for school safety items, whether it was for workstations for deputies, more cameras, or additional security measures for the entrances. He would like the Superintendent to approach the Sheriff's Department to get a workstation in and if we had an agreement with them, questioned if there would there be money to retrofit an area. Mr. Kinser asked if there were security deficiencies, to advise the plan for correction.

ARCHITECT CONTRACT RENEWAL

Mr. Mulholland noted we had been looking at the architect's role, and wanted to revisit the topic now that we have a new Director of Facilities. Dr. Greenlee stated we currently use Cashman Stahler but do not have a contract with them. He said some of the criteria for an architect is to ensure they have proper certifications. Mr. Mulholland recalled seeing lots of presentations at the Tri-Conference about how important it is for renovations to enhance the academic atmosphere. He would like that to be the focus of, and a high priority for an architect firm. He feels every part of our schools should enhance the academics of the students. Dr. Greenlee asked for direction, and Mr. Mulholland said it is something to think about even though we don't have any large projects. Dr. Greenlee provided the policy and corresponding procedure for the process of selecting an architect.

OTHER DISCUSSION ITEMS

Mr. Kinser asked for the next step in the 10 year plan. Dr. Greenlee said he'd first like to give Mr. Nolen the opportunity to get a feel for the buildings. He asked if the 10 year plan format still worked for the Committee. Mr. Kinser noted the stadium project had been brought up, and in the past, we seemed to have trouble retaining a \$25,000 placeholder. He understood we still have some parking lots remaining, but with the roofs completed and many of the other big ticket items taken care of, he wondered if we now had an opportunity to phase in the stadium. He wished to get a sense from

the Board and community about our tolerance for debt and burden to taxpayers. Mr. Haselhorst said it would be nice to have an idea on the stadium timeline for planning and fundraising, and wondered if we needed to establish a committee. Mr. Mulholland stated we might be further away from the stadium project than we think considering water in CES and MES, etc. He said some of the facilities issues have been downplayed and he is all for discussion, but we have to understand what is going on in our buildings. Mr. Purvis recognized the challenges, but recalled a safety issue of when a young child fell through the bleachers a couple of years ago. He said it was a tough line to draw on what to do, but feels people are probably tired of committees regarding the stadium.

ANNOUNCEMENTS

(none)

ADJOURNMENT

The meeting adjourned at 5:34 p.m.

Submitted by:

Ed Mulholland, Committee Chair