

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, November 6, 2019
5:00 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Ed Mulholland at 5:00 p.m. The following Committee members were present: Chad Cunningham, Dr. Mike Greenlee, Joe Haverly, Tom Kinser, Jim Nolen and Mary Piskie. The following Committee members were absent: Kelly Hanaman, Dale Purvis and Dean Schultz, Greg Stahler and Heather Walsh.

AUDIENCE TO VISITORS

(none)

**BUILDING PROJECTS UPDATE
REMAINING LIFE SAFETY ITEMS**

Dr. Greenlee presented a needs list that was compiled by building principals. Mr. Nolen said he was obtaining bids for the UE flooring project, including prices for carpet, carpet squares, LVT, VCT and no wax flooring. Mr. Mulholland suggested requesting vendors to quote winter and spring break work vs. summer work to see if there is value in getting the work done in the cold months instead of the peak summer work window. The timing of completing this project will also be contingent on if it is too large to complete over a school break.

The classroom signage vendor will perform their building walk through on November 11th. Mr. Nolen is planning for the work to be completed at UE, MS and MES over winter break.

Mr. Mulholland asked about the roof leak at CES. Mr. Nolen has been in contact with Sterling Roofing to investigate. He believes up to four different roofing companies have worked on the Capron roof. Mr. Nolen said it is a high priority, but the origin of the leak is not visual, so it is taking time to find the source.

**BUILDING NEEDS FY20
SUMMER PROJECTS FY21**

Mr. Nolen said the CES room dividers have not yet been removed. He noted the CES freezer is scheduled for delivery on November 8th and the CES fence should be delivered by November 11th.

Mr. Nolen will be working with the architect on the smoke doors at CES and estimated the installation could be completed during a SIP day.

He is also working with a civil engineer and the architect on the CES septic issue. Elevations were shot, the die testing has been completed, and we are able to tie into city sewer. He will request architectural drawings and a proposed timeline. Mr. Nolen is recommending the work be done on the field side of CES instead of the parking lot side. The Committee agreed to recommend moving forward for the architect to create prints for the CES sewer.

FUTURE CAPITAL IMPROVEMENT PROJECTS

Dr. Greenlee said the UE carpet and CES sewer were priorities, and asked the Committee for direction on if they wished to phase in athletic facilities. Mr. Kinser noted there were many conceptual ideas for a stadium, and he would like to see what it would look like without a referendum, as well as implementing in a phased approach, all while keeping in mind large parking lot or roofing projects. Mr. Haverly wondered if we had a forecast on where to place outdoor facilities as to not affect future building needs or expansion. Dr. Greenlee said we had plans from 2003-2004 showing where expansions of the central campus were planned. Dr. Greenlee noted over the last few years our enrollment has dropped. Mr. Mulholland stated PGE is now landlocked, but we have 40 acres north of the school if we need to expand. Mr. Mulholland would like to see what a budget would look like for the next 3-5 years, as well as assigning values and priorities to the list of building needs. He noted that to date we have only committed sales tax to these projects, and asked if that is how the Committee wished to proceed or if they wanted to take money out of their budget. Mr. Kinser suggested taking current architectural drawings and possibly adjusting them to see what some of the stadium projects would cost. Mr. Mulholland would prefer to see a design build process, where people could come in with their visions.

A communication from Wold Architects identified the HS generator was essentially established for life safety, and to operate exits, interior and exterior lighting, elevators, receptacles and a fire pump. Mr. Mulholland had a recollection that the building could function in case of disaster and would be able to offer light, heat and water in the event of an emergency. Mr. Mulholland asked Dr. Greenlee to check to see what the generator will power and if it is functioning at that level.

Mr. Haverly suggested Dr. Greenlee look at the budget, and compile the existing drawings of the stadium.

REDUCING CONTRACTED MAINTENANCE COSTS

A summary of vendor charges from 2017-2019 for major repair and maintenance was presented. The Committee wished to discuss ideas on how to reduce contractor costs. Mr. Mulholland felt we owe it to the taxpayers to see if it would be of value to have our own people perform some of these repairs, with bills at this level. Mr. Haverly asked about the title and hierarchy for this position. Dr. Greenlee said it would be a district maintenance specialist with a skillset more specialized than the custodial positions. Mr. Mulholland inquired about a job description and asked if we had someone in house with certifications that could train people on boilers and HVAC. He felt we create emergencies for ourselves by not having ongoing preventative maintenance on these items.

Dr. Greenlee asked the Committee how often they would like to see these suppliers go out for bid. He also suggested additional training for custodians to allow for more internal work. Mr. Kinser felt this was an ideal time to review what we might be able to bring in house. He proposed the

review and breakdown of bills to determine what certifications are required to perform the work. He suggested for our most costly vendors, to analyze invoices and determine what can be brought in house. He noted once the invoice analysis has concluded, if we were still looking to add a position, it could be budgeted for the next year. Mr. Cunningham suggested also breaking down the invoices by material and labor. The Committee agreed that on a rotating basis, we go out for bid every three years. Mr. Mulholland also thought it would be helpful to provide the Board with the function of the vendor when these new contracts are up for review.

OTHER DISCUSSION ITEMS

Mr. Mulholland asked how we were coming along with balancing equipment throughout the buildings, as he wanted to ensure our custodians had snow blowers, floor scrubbers and other equipment. Mr. Nolen said basically the buildings had what they needed, but said he will be getting CES a snow blower. Mr. Mulholland wanted to ensure staff does not bring in their own equipment due to potential liability.

ANNOUNCEMENTS

(none)

ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Ed Mulholland, Committee Chair