**BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: April 1, 2019

Meeting Start Time: 5:00 PM

Members: Attendance:

Mr. Ken Darby, Co- Chair -Yes

Mr. Bruce Schubert, Co-Chair - Yes

Ms. Annette Johnson - Yes

Mr. Steve Megazzini - Yes

Mr. Albert Tijerina -Yes

Other Participants:

Jeff Ryder, Rehman Ali, George Allen, Margo Schmitt, Craig Welter, Mike Perez, Mark Spangler - Cordogan Clark & Associates, Liz Dafoe and Michelle Kelly - Upland Design

1. Roll Call
2. Public comments/questions
3. Facility Improvements Plan FY20 – Cordogan and Clark
4. Playground Update
5. Playground Audit Update
6. ComEd Transformer – EHS
7. Roofing Bid Recommendation
8. Roller Shade Bid Recommendation
9. Vehicle Bid Recommendation
10. Digital Marquees
11. Work Tickets
12. Follow Up
	* Training
13. New Business
	* Cowherd Field
14. Future Items
	* Safety Drill Reports
15. Closed session, if needed
16. Adjournment

Public Comments/Questions

Mr. Merle Herren, 723 Bangs St., Aurora, addressed the Committee regarding conversation on work orders at the last B&G Committee Meeting. Mr. Darby questioned if he was there as a Union Rep or Merle Herren. Mr. Herren replied he was there as a concerned citizen. He stated at the last meeting it was stated work orders were being reduced by good work. He pointed out that many work orders are being contracted out and the maintenance mechanics are not being offered overtime to complete outstanding work orders. He also noted there are 2 maintenance mechanics who are currently out of work, one for 185 days and the other for the past 29 days. These hours could have been spent in overtime. He stated if the budget is over, there is a problem in the budget itself not in the maintenance overtime. Projects that require overtime should not fall on the custodial maintenance staff budget, but instead should be included in the project cost. He sees contractors being used regularly and the use of substitute custodians in buildings when there are no absences. In a leadership meeting, the Union was told these type of situations would not happen and he finds it unacceptable and disappointing that they are occurring. He thanked the Committee.

**Facility Improvements Plan FY20 – Cordogan and Clark**

Mr. Welter reported there are a number of projects currently out for bid and expecting results back this week.

Mr. Welter spoke regarding the 5 year improvement projects and priority. Currently approximately 30% of buildings, 2000 or older, are still in need of roof replacements. The typical roof is a15 year roof. He reported great progress has been made on roof replacements. There are 6 locations that are identified for roof replacements next summer in the amount of $1,400,000.00. The process will begin in the summer with bidding taking place in November to obtain better pricing. The plan is to bring back next month for the approval to prepare documents.

Mr. Schubert requested an overall roofing report of locations data pertaining to age, replacements, warranties and repairs. Mr. Tijerina will send electronically to the Committee.

Tuck-pointing will be taking place at Oak Park and Gates. Flooring not considered life safety have been pushed back. Door replacements/parts are currently being taken care of by the District in-house staff. Asbestos testing has taken place the past 2 years in preparation for the lighting project and mechanical projects. Lead testing has taken place on paint. Asbestos testing is taking place currently at the 7 locations for mechanicals. An expectation is to sit down next month to finalize plans.

Pavement improvements for Simmons and Oak Park are currently on the street for bidding. Mr. Welter reported water that accumulates on various sites are being addressed.

The Sprinkler System at EHS is in approximately 70% to 75% of the building. In order to comply with ROE, the additional areas will be completed in phases. Asbestos will have to be addressed in coordination with the project. A figure of $1,000,000.00 per year has been set aside for work beginning in the summer of 2020. Ms. Johnson questioned the other locations and compliance. Mr. Welter stated 50% of the original size of the building has been added with additions, therefore it needs to comply with the ROE.

The plan is to sit down with the team and bring back to full Board an overview of the 5 year plan at the mid May Board Meeting. This will allow the new Board Members to be present for the presentation and the bid process.

**Playground Update**

Ms. Margo Schmitt reported Hermes is currently waiting for a funder for the Kaboom playground project. Soil testing has been ordered to verify there is no lead in soil.

Allen received a grant entitled “Build it Yourself”. The grant is up to $15,000 with up to a $15,000 match. Donations of $8,000 from Dr. Pepper and $7,000 from Kaboom. The project is volunteer based and will present to Finance for approval.

Bardwell playground is approaching Phase II. Money has been set aside from the original Phase I and there are proposals coming forward as to what the playground would look like and the additional monies needed from the District to complete Phase II. There are 2 options for Phase II consisting of the backside of the playground being filled in with equipment. Donation amounts of $14,600 have been received toward the project; $10,000 Car Max, $600 Pivotal Home Building and $4,000 Gift Mart. The funding can only be utilized at Bardwell playground.

Ms. Schmitt also reported Oak Park Pre-School playground is moving forward.

**Playground Audit Update**

Ms. Liz Dafoe, Project Manager & Landscape Architect and Ms. Michelle Kelly, Principal Landscape Architect from Upland Design, who are both Certified Safety Playground Inspectors (CSPI), presented a District Playground Audit Review conducted in the Fall of 2018. The major areas reviewed were accessibility, fall zones and surfacing and individual component compliance. The audit consisted of priority ratings ranging from 1-5. Ratings with a #1 priority were of immediate concern. Steps have been taken to address the #1 priority items. The average life of an outdoor play area is 15 years. A 10 year estimated recommendation replacement chart was presented with the options of an engineered wood fiber or poured in place surface.

Mr. Schubert inquired as to what the next steps taken will be. Mr. Tijerina questioned what the best way to move forward would be. Mr. Schubert questioned the numbers Cordogan Clark previously had for playground replacements in the 5-year plan. Mr. Welter informed the Committee the numbers were from previous reports and did not reflect the current audit findings. He also suggested the numbers could be worked into the 5-year plan. The Committee agreed there is need for a budget discussion.

Mr. Darby questioned if any District playgrounds were noted in ROE reports. Mr. Tijerina stated they were not.

**ComEd Transformer – EHS**

Mr. Megazzini reported a meeting had taken place with ComEd. There are (5) five transformers at EHS and (1) one transformer is currently running at 122%. ComEd will replace at no charge to bring back to running at approximately 90%. ComEd would need a 4-hour window when no one is in the building to complete the project. ComEd is able to get the transformer and complete the project the first part of June. This is a proactive replacement and is not an emergency.

**Roofing Bid Recommendation**

Mr. Tijerina presented the Roofing Bid Recommendation for portions of roof replacements at O’Donnell, Hermes and EHS. There were a total of (7) seven bidders with the low bid from Malcor Roofing in the amount of $607,300.00. The Committee agreed to move to full Board the recommendation for Malcor Roofing on April 1, 2019.

**Roller Shade Bid Recommendation**

Mr. Tijerina presented the Roller Shade Bid Recommendation. There were a total of (4) four bidders with the low bid from Budget Blinds on the amount of $70,755.00. The Committee agreed to move forward to full Board the recommendation for Budget Blinds.

**Vehicle Bid Recommendation**

Mr. Tijerina presented the District Vehicle Bid Recommendation for (2) two F250 Trucks w/plow package and (2) two transit vans. There was (1) one bidder in the amount of $125,890.00 from Fair Oaks Ford. Mr. Ryder added the bid was sent to several vendors with only (1) one bid received. Mr. Tijerina added the bid was approximately $300.00 per vehicle below the State Bid. Mr. Schubert recommended in the future, the State information be included as a comparison. The Committee agreed to move forward to full Board the recommendation from Fair Oaks Ford.

**Digital Marquees**

Mr. Tijerina reported O’Donnell Elementary School had requested an update of the school marquee sign due to some issues with their present marquee. He presented a quote for a digital marquee for approximately $20,000.00. Mr. Tijerina also presented photos of the marquees at other District locations for comparison. Mr. Darby questioned the Waldo marquee. Mr. Tijerina stated it was a facelift; new front face and LED lighting. Mr. Darby suggest the marquees are wish items and are not budgeted. A possibility for replacement could take place if PTO funds are raised at individual locations. Ms. Johnson agrees with fundraising and Mr. Schubert stated there are other more urgent priorities as long as the marquees are operable. The Committee also discussed the marquees need to be utilized District wide and the message displayed in both English and Spanish.

**Work Tickets**

Mr. Tijerina reported currently there are 203 work tickets still open, 82 new work tickets and 117 completed. Mr. Schubert inquired if the new work orders are included in the open work tickets. Mr. Tijerina informed him they are included. Mr. Darby referred to Mr. Herren’s public comments regarding work tickets. Mr. Herren stated maintenance mechanics are not getting overtime to complete open work tickets, instead they are being contracted out. Mr. Darby questioned what is the need to contract out instead of authorizing overtime to complete work tickets. How are work tickets prioritized for contracting out? Mr. Megazzini stated he believed work tickets 175 -200 days old are being contracted out. A process needs to be balanced as to why the work ticket is so old and not completed. A goal needs to be set for work tickets not to exceed a certain number of days. Mr. Hettel has been meeting and working with the maintenance staff in reducing the number of outstanding work orders.

When overtime occurs, the dollars need to be billed to the project and not the maintenance budget. Mr. Ryder added coding needs to be accurate when billing overtime to have a better understanding of where overtime hours are used. He added the overtime budget is still in positive figures for the current year. Mr. Darby would like to have a communication process with maintenance and scheduling of work tickets. Mr. Tijerina stated Mr. Hettel and himself will be meeting with the maintenance department on a monthly basis. Mr. Schubert would like the B&G Budget presented at the next B&G meeting.

**Follow Up**

Mr. Tijerina reported training took place over Spring Break for 10 Hr. OSHA with the firepersons/engineers and maintenance mechanics. All staff training took place for AED, CPR and First Aid with approximately 80% of the staff attending. There was also an Asbestos Awareness training for individuals who had missed the previous training.

**New Business**

Mr. Tijerina spoke regarding field/track work at Cowherd. If the track is repaired, there could be the possibility of bringing the track back to Cowherd for the purpose of Middle School use. The Committee felt there would be scheduling issues if sharing a field. Presently the use of EHS track is being utilized for Middle School needs. The Committee agreed for Mr. Tijerina bring back a proposal for safety concerns and minimum repairs to Cowherd field.

Mr. Darby questioned the status on bleacher repairs. Mr. Tijerina stated in-house minor repairs have taken place. He also stated the required isle modifications and rails can also be taken care of in-house.

The Committee agreed to schedule an additional B&G Committee Meeting for the purpose of approving bid recommendations. The recommendations will need to be presented to the April 15th Board meeting for approval. A time and date will be scheduled.

Meeting adjourned 6:35 pm