

BUILDING & GROUNDS COMMITTEE MEETING

MEETING DATE: WEDNESDAY, AUGUST 5, 2015 AT 4:30 P.M.

<u>Members:</u>	<u>Attendance</u>
Mr. Ken Darby (Co-Chair)	Yes
Mr. Richard Leonard (Co-Chair)	Yes
Mr. John Laesch	Yes
Ms. Christi Tyler	Yes
Mr. Alex DiMare	Yes
Dr. Michael Popp	Yes

AGENDA

1. Next meeting—Wednesday, September 9, 2015 at 4:30 pm at the School Service Center
2. Snow plowing
3. Vehicle inventory/usage
4. Little Theatre at EAHS
5. Budget—fiscal year 16
 - a. Building and Grounds
 - b. Site and Construction Fund
 - c. Safety
6. Janitorial supply bid
7. BKC update
 - a. Punch list
 - b. Cost-to-date
8. Summer building update—Craig Welter, Cordogan and Clark
9. Site survey
10. Architect RFP

CONSENT AGENDA

Next Meeting—September 9, 2015 at 4:30 pm, School Service Center

The Building and Grounds Committee meeting began promptly at 4:30. There were no public comments or questions.

ACTION ITEMS

1. Snow plowing. Ms. Christi Tyler pulled payroll numbers from last year, it is estimated that the District spent \$21,000 in overtime for plowing only. This does not include regular work hours, or any overtime for plowing sidewalks. Mr. Ken Darby asked if there was any idea on how many hours were actually worked, Mr. Alex DiMare replied it would be difficult to gauge, since records do not show times that employees plowed during regular working hours. Mr. Richard Leonard asked Ms. Tyler if she has gone out to bid for snow plow services, she responded she had gone out to bid in December 2014 and the Board of Education had tabled it. Mr. Leonard asked again if she has gone out to bid this year, she responded no. Mr. Leonard told Ms. Tyler she did not need the Board's approval to go out to bid these

services; Ms. Tyler answered that she was following the consensus of the Board, Mr. Leonard replied that she did not need the consensus of the Board. Dr. Michael Popp added that the District was responding to the Board's request in December to not go out for a snow plowing bid. Mr. Leonard replied he did not remember the Board voting against it. Ms. Tyler responded that it was brought up at the December 15 board meeting and the Board tabled it. Mr. Leonard reiterated he wanted to go out for bid for snow plow services. Mr. Darby asked if snow plowing was written in the service employees collective bargaining agreement. The CBA was looked at; it does indicate snow plowing in the job description. It was decided that a bid for snow plowing would move forward for Board approval.

2. Little Theatre at EAHS. Mr. DiMare reported the condensation returns are failing and repairs are needed to remedy the situation. Mr. DiMare recommended emptying the room, changing the units, and letting them run for a couple of months to see if this solves the problem. Mr. DiMare suggested renovating the little theatre to include the replacement of: seats, flooring, ceiling and lighting, stage flooring, and mechanical improvements, since the little theatre will be empty. He feels that the District could be able to do a lot of the demolition in order to keep costs down, but would need specifications done by an architect. A preliminary estimate was provided; this estimate does not include upgrades to the sound system. Mr. John Laesch asked if Mr. DiMare was capable of putting estimates and bids together. Mr. DiMare replied yes, but some specifications/permits need to be done by an engineer/architect. He is able to manage a project once the bid specifications have been written. Mr. Laesch asked if our current maintenance crew would be able to maintain a new HVAC system, Mr. DiMare responded yes, he has confidence in his department's abilities. Mr. Leonard asked if the 20 new units bought last year have been evaluated this year, Mr. DiMare responded there will be a schedule for maintenance of the units in the fall and spring. Mr. Leonard stated that Mr. DiMare and his supervisor's job were to take care of maintenance of the Districts buildings, not to perform architectural/engineering services. Mr. DiMare stated that his department is able to handle the smaller projects, but major projects should be handled by an architect. Mr. Laesch stated that he did not see a reason to have an architect on retainer, and that he would like to bid out architect services. Mr. Laesch asked if Cordogan and Clark were needed on this job, Mr. DiMare replied yes due to needing permits and bid specifications. Mr. Darby asked if there was consensus to move forward for Cordogan and Clark to apply for a permit and issue drawings for the mechanical improvements and air handling. The following said yes: Mr. Ken Darby and Mr. Richard Leonard; the following said no: Mr. John Laesch. After further discussion Mr. Darby and Mr. Leonard agreed to send the whole renovation for Board approval.

3. Budget—fiscal year 16

- a. Building and Grounds. Some changes were made to the budget. Professional development categories were separated. Architect fees have been moved out of operations and maintenance and placed under architect fees, vehicles were adjusted to reflect the request of two box trucks and a trailer for moving the tractor from site to site. There was a question regarding the amount in the overtime line of the budget, Mr. Darby asked why we couldn't hire one more person to decrease the overtime. Mr. DiMare responded that he was in the process of time study on his staff, and the results of this time study would reveal if more people were needed in his department. Once he has all of the results, he will come back to the Board with his findings. Mr. Laesch would like to see a list of employees with their skill-sets and certifications. Mr. DiMare will have a list by job description and the skills needed for the job, how many are in the position, what training they have, and what training is needed.

- b. Site and Construction Fund. Repairs to the EAHS little theatre were added, this number might need to be adjusted depending on upgrades needed. The District will be looking into receiving grant money to help fund this project.
- c. Safety. East High security cameras have been added to the budget.

INFORMATIONAL ITEMS

- 4. Vehicle inventory/usage. A list of District vehicles and their condition was reviewed. The District is requesting two box trucks with lifts. Mr. DiMare added that some of our vehicles are used for multiple purposes such as plowing and hauling. The District has a total of five box trucks, Mr. DiMare suggested disposing the two oldest vehicles, repairing two, and leaving one at the high school for band/football equipment. Mr. Darby asked if we had activity buses, Ms. Tyler responded that the District has one. She added that there will be an activity bus bid going out for Special Ed, and this will be paid by IDEA funds, and will only be available for Special Ed.
- 5. Janitorial supply bid. A janitorial supply bid was released on July 30, 2015 and will close on August 11, 2015. Items for bid include cleaning chemicals and toiletries. The bid close date might be extended due to a vendor not being able to access the bid documents on-line. Mr. Laesch asked if drop shipping would be included in the bid. Mr. Leonard and Mr. Darby agreed it should be in the bid. Ms. Tyler responded she would have the proposed bidders bid both ways to include drop shipping and centralized shipping.
- 6. BKC update. Craig Welter from Cordogan and Clark presented the Benavides Kindergarten Center construction update. The asphalt has been completed and windows have been replaced. A final walk-thru is scheduled between Cordogan and Clark and Alex DiMare is scheduled for next week. Mr. Laesch asked if costs have run over, Cordogan and Clark announced it has actually come in under budget. Two outstanding items sanitary sewer cleanout on the east side of the building and storm sewer cleanout on the south side of the building are being installed according to the requirements of Fox Valley Metro. All warranty work items with the exception for any new items brought forward have been resolved. There is additional training necessary in the mechanical systems. Mr. Frank Mendoza, fireman at the BKC has been very cooperative and helpful. Some additional work was requested such as cubbies and staff cabinets, this work will be completed before school starts. The BKC signage has been ordered and is set to be completed before school starts.
 - a. Punch list—handouts were reviewed and discussed. Mr. Leonard would like to see the original punch list of 17 pages in order to determine if all the work was completed.
 - b. Cost-to-date—Costs for construction of the building were discussed. Mr. Leonard asked how much the total costs for playground was and who was contracted for the playground. Ms. Tyler reported that Kompan was the contractor for the playground and that the playground equipment cost about \$176,000. Mr. Leonard would like to know what the extras and costs were for the BKC, if any.
- 7. Summer building update. Craig Welter from Cordogan and Clark reported on the summer projects and where we were financially. He informed the committee that we were ahead of schedule, under budget, and they were returning a quarter of a million dollars back to the District for other projects. Ms. Tyler added that she would be reducing the budget by that amount. The scene shop at the high school will be

completed in about a week or two, the lockers are looking good, the pavement turned out well, the field house has been painted, and the tennis courts will be completed in September.

The meeting adjourned at 6:00 pm.