

BUILDING & GROUNDS COMMITTEE MEETING

MEETING DATE: WEDNESDAY, FEBRUARY 3, 2016 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	No
Ms. Christi Tyler	Yes
Mr. Alex DiMare	Yes
Dr. Michael Popp	No

AGENDA

1. Roll Call
2. Public comments/questions
3. Old Business
 - a. BKC punch list
 - b. Personnel assessment
 - c. Cordogan contract
 - d. Summer projects
 - e. Cell tower at Dieterich
4. New Business
 - a. Facility leases
5. Closed session, if needed
6. Adjournment

CONSENT AGENDA

1. Next Meeting March 9, 2016 at 4:30 pm, School Service Center.

ACTION ITEMS

2. None

INFORMATIONAL

3. Old Business
 - a. BKC punch list
 - b. Personnel assessment
 - c. Cordogan contract
 - d. Summer projects
 - e. Cell tower at Dieterich
4. New Business
 - f. Facility leases

PUBLIC COMMENTS/QUESTIONS

There were no public comments or questions.

MINUTES:

The Building and Grounds Committee meeting began promptly at 4:30 pm.

BKC punch list: Mr. Leonard asked if all issues have been repaired on the Benavides Kindergarten Center punch list. Craig Welter from Cordogan and Clark indicated the list presented was the first punch list generated. Mr. DiMare added this was the list that was requested. Mr. Leonard said there was another list that was brought down to two pages. Mr. Welter said yes, items were eliminated as they were completed. Mr. Leonard asked if the items were repaired or “just knocked off”. Mr. Welter said a few items were discussed and found unnecessary to do since they did not fall under the punch list and were considered additional. Mr. Leonard would like the two page punch list to compare both punch lists.

Mr. Leonard asked if the dumpster had an addition to the brickwork done; Mr. Welter replied no, since it was an additional cost. Mr. Leonard asked if it was in the contract, Mr. Welter said no it was not. Mr. Leonard asked it will be enclosed, Mr. DiMare said yes it will be done in the spring. Mr. DiMare also added the two page list has been completed.

Personnel assessment: Mr. DiMare presented the personnel assessment requested by Mr. Laesch. The assessment includes the skill set of all mechanical and maintenance staff, along with seniority and hire dates. Mr. DiMare said there will be a need for one more heating and cooling person, since there will be two retiring in 2017 and one is currently on FMLA. Mr. DiMare felt it would be beneficial to hire someone that will be able to shadow someone in order to get a good feel for how the District works, and we will be up and rounding and ready to work.

Ms. Tyler asked if the position for HVAC /Boiler can progress to the Personnel and Policy Committee next month, both Mr. Leonard and Mr. Darby agreed.

Mr. Darby would like to know how much overtime has been worked, and if it would be beneficial to add a person. Mr. Darby also would like to know who worked the overtime such as custodial or maintenance staff. Mr. Leonard asked if daily job reports are being done; Mr. DiMare replied a report is issued that indicates work orders that have been issued, pending, and completed. Mr. DiMare said School Dude is up and running. Work orders are routed electronically and available for all staff to use. Mr. Leonard asked if time clocks have been ordered yet, Ms. Tyler replied yes, we are on track to start July 1.

Cordogan contract: A draft contract was received today; it needs to be reviewed by the attorneys and the Board. It was agreed to revisit this topic with the March agenda. Mr. Darby added that fees need to be considered, he added that the possibility of bidding architectural services should also be considered.

Summer projects: Mr. Welter presented an update on summer projects. Bids will be released on February 10, 2016 for the following projects:

- Mansard Roofing at Krug, O’Donnell, Hill Avenue
- Roofing Replacement at Allen, Simmons, Oak Park
- Mechanical Improvements at Rollins, Simmons, East High

These bids are scheduled to be opened on February 26, 2016.

Bids will be released on February 17, 2016 for the following projects:

- Masonry repair at Brady, Hermes, Waldo
- Ceiling replacement at Allen

Mr. Welter also presented the progress with the Little Theater renovation; he indicated that it is moving along well with an expected completion date of April 1, 2016. Demolition has been completed, concrete has been poured, duct work has been hung, metal studs and soffits have been installed, and electrical work is in progress. Mr. Darby asked if it will be ready in time for the Fine Arts Festival, Mr. Welter replied yes, it looks that way.

Mr. Welter stated that there will be an upcoming workshop with the Board of Education to discuss upcoming high school improvements. He will also meet with teachers and staff in the near future as well in order to gather their input.

Mr. Leonard asked if there was a time frame for when work will begin on the high school football stadium; Mr. Welter replied probably late summer. Mr. Leonard stated he went to the Little Theater to see how the work was progressing and spoke with a foreman. The foreman indicated they had to work some off hours due to noise issues, Mr. Leonard asked if the overtime was significant. Mr. Welter replied the District was not charged for the overtime since it was included in the scope of the work.

Mr. Darby said he reviewed the estimated cost summary for the summer projects. He would like to save 10% on these upcoming projects; he felt it was important to determine that these projects were necessary.

Mr. Leonard asked if there was any news on the Waldo roof, Mr. DiMare replied patchwork has been done and an in depth analysis was done. Mr. DiMare indicated the roof is in dire shape and is in desperate need of repair; it's holding for now but it might not be able to wait for the 19-20 school year. Mr. Leonard questioned the condition of the Oak Park roof, and wanted to know when the whole roof could be replaced, he asked if it could go on next year's summer project list. Mr. DiMare and Mr. Welter both confirmed there was a patch job done to the Oak Park roof this year.

Cell tower at Dieterich: Mr. DiMare informed the committee that he researched cell towers in Aurora and found the lowest rent charged was \$1,800/month. He also made some calls to other companies in regards to how they lease space for cell towers, in the process two companies have expressed interest in bidding for the site space as well.

A public forum will be held at Dieterich School on Tuesday, February 9, 2016 at 6:00 pm. The purpose of the meeting is to inform staff and the community about the possible cell tower. LCC Telecom Services will be available to answer any questions from the public.

Mr. DiMare also said there will be a public forum at Allen School as well, the City of Aurora is thinking about expanding Farnsworth Avenue to Route 30. An engineering study is currently being done by the City of Aurora. This is currently in a preliminary phase, the purpose of the form would be to discuss any questions or concerns parents may have and how it could affect traffic patterns.

Facility leases: Ms. Tyler informed the committee that the ASC lease will be expiring August 31, 2016. The owner has offered a 2% increase for the next three years and has presented an opportunity for more space. The current monthly lease is \$7,600. Ms. Tyler asked for direction from the committee in regards to renewing the lease or looking for new space. Mr. Darby asked how much square footage the ASC has, Ms. Tyler said she did not know. Mr. Leonard said there was renewed interest with the old Wabounsee building.

The Quad County Urban League lease expires June 30, 2017. Mr. Darby said when this lease comes due, a conversation definitely needs to take place and Mr. Leonard agreed.

Mr. Darby asked about the trailer and dumpster that are sitting in the East High parking lot. Mr. DiMare said the dumpster is currently being used for the Little Theater; and the fire department did not want the trailer parked on the sidewalk, it will be moved to Building and Grounds by the end of the month.

Mr. Leonard asked about the property next to Hill Avenue by the old water tower, Mr. DiMare said it was owned by the City of Aurora. Mr. Leonard asked if anyone has checked into it, if not someone should.

Mr. Darby asked about the progress at the Child Service Center. The doors are on and swipe cards have been activated. Mr. Darby asked what took so long, Mr. DiMare answered quotes were needed before work could start. The sprinklers are up and running and have been certified by the fire department. Air quality testing will be done; everything has been cleaned and sanitized. Mr. Leonard how water came in, Mr. DiMare said the moisture in the air compressor froze and weakened the system causing a breach.

The meeting adjourned at 5:15 pm.