

**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, December 4, 2019  
5:30 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. Greenlee, Tom Kinser, Jim Nolen, Dale Purvis, Dean Schultz and Heather Walsh. Also Present: Brian Haselhorst and Mary Maxey. The following Committee members were absent: Kelly Hanaman, Mary Piskie, and Greg Stahler.

**AUDIENCE TO VISITORS**

*(none)*

**BUILDING PROJECTS UPDATE  
BUILDING NEEDS FY20 AND COSTS**

Mr. Nolen provided an update of the project list and stated many of the items are in process. After talking with the vendors, he determined the flooring at the UE cannot be completed in 6 days over a winter or spring break. They will plan to start that project the last day of school. Ms. Geyman said part of the project may fall in into next year's budget, depending on when the vendor sends an invoice. Ms. Geyman budgeted with the assumption that this project will paid this year. Mr. Mulholland asked if money could be transferred into Health Life Safety (HLS) if we couldn't get the floors completed in this fiscal year. Ms. Geyman stated that HLS is a restricted fund and there is not a lot of movement in that fund. She said there is money levied into HLS, but we could also pay for some of the flooring project from the Operations & Maintenance (O&M) fund.

The Committee discussed the capital projects list. Mr. Nolen has requested quotes for the repair of the CES landing at door G, and entrances at G & F. He said the main level MES restrooms would have floors redone. He was going to continue his research on what exactly needed to be accomplished with the Univents at MES, whether to repair, replace or remove. Mr. Schultz shared how he had repaired and converted Univents at CES. Mr. Mulholland thanked Mr. Schultz for his hard work. Mr. Schultz noted there was no heat in the CES gym and parts are no longer available. He also pointed out there were still roof leaks in the CES cafeteria and gym, and said you can see evidence of leaks in most every classroom. Mr. Nolen is meeting at PGE tomorrow regarding the intercom system, as there is concern over a volume issue. Mr. Nolen also provided the status for several of the smaller projects.

Ms. Geyman provided the O&M repair line item budget by District and by school. Mr. Mulholland thought they would be discussing a full list of priority projects tonight, with the intention of having a Board vote in January on the summer projects. Dr. Greenlee understood that we were going to

prioritize those projects at this meeting. Dr. Greenlee said we also need to get back quotes on other upcoming projects including the CES sewer, door fronts/store fronts at CES, MES, UE and MS, the PA system at PGE, plus also consider the CES and MS parking lots, and Univents at PGE, CES and MES. Dr. Greenlee asked if the Committee was looking at the long-term plan, what they would like to do about athletic facilities. He said Mr. Haverly was interested in seeing costs associated with the stadium, so those breakdowns and explanations had been included in the Committee packet. Mr. Kinser remarked the PA system at PGE should be considered a safety concern and should be prioritized along with exit lights at the UE. Ms. Geyman will get the definition of HLS parameters, and will confirm if we can add items to that list.

### **SUMMER PROJECTS FY21 FUTURE CAPITAL IMPROVEMENT PROJECTS**

Mr. Kinser noted Com Ed incentives were a topic at the Board conference. He would like to see money separated out by incentives, to show the true costs. Ms. Geyman will investigate energy savings options.

Dr. Greenlee asked for opinions on large ticket items such as parking lots and athletic facilities. He would like to review funding for the next 3-5 years and add placeholders for these larger projects. Mr. Mulholland did not think this Committee should be looking at the smaller items addressed earlier in the meeting. He thought the Committee and Board should focus on larger, more important items. Dr. Greenlee noted the Committee had asked Principals for the top five building needs, so that is why they were included in tonight's packet. Mr. Mulholland would like Administration to put a list together, develop a budget, identify where the future capital improvements will fall in the next 3-5 years, determine curriculum needs, identify where the technology infrastructure is at, review staffing levels, and show how all this fits in to the big picture.

Mr. Mulholland wondered how we can address the stadium issue when there are so many other decisions to be made, as there needs to be a larger discussion. He said if we put \$1M each year toward a stadium, what other projects will not get done. He thought the District may suffer if we commit that amount of money toward the stadium project. Dr. Greenlee said we have been maintaining by operating at the current budget levels. He felt each year we put off the parking lots and stadium, and those problems are not going away. Dr. Greenlee thinks we need to start looking at how we can begin phasing in and prioritizing some of these large projects.

Mr. Kinser feels like the Administration has given the Committee and Board what had been requested. He would like Administration to figure how much capital we need to operate, and the Board could then give more direction on the larger projects.

### **REDUCING CONTRACTED MAINTENANCE COSTS**

Ms. Geyman provided a spreadsheet of large ticket maintenance costs broken down by vendor, labor and materials, and type of work. She asked the Committee if this would be a productive use of time to continue to break down these bills, and to track contracted costs throughout the year. Mr. Mulholland would like to try to change the past culture instead of waiting until items break. He wished to capture all the priorities in a reasonable amount of time, and get ahead of the curve.

Mr. Schultz stated the fire alarm radios at CES, MES and PGE were all obsolete. He has been receiving several false calls due to alarms not functioning. Mr. Nolen said this was the first he was made aware of the issue, and will check into the situation with Sound, Inc.

Mr. Mulholland would like to get a building work order / asset tracking system up and running. He would like to see vendor travel costs, time spent in the building and parts broken out, as he feels the Board can better base decisions if they have a work order system. Mr. Kinser didn't feel there was value added for Ms. Geyman to manually break down the bills and re-enter external work orders to that level of granularity. He didn't think breaking out materials from a company like Geostar would be helpful, but instead to classify repairs by what could be taken care of internally vs. what repairs may need special certifications. Mr. Mulholland said he was not looking for two separate systems, just an internal work order system. Mr. Kinser said if the end goal is reduced contracted services, he wondered how the Administration could best break down the work. He inquired what the Committee and Board milestones would be if the Board received detailed work orders. He acknowledged we need a better PM program, and asked how we get that in place, and if it is accomplished with increasing staff or addressed with a better contracted services program. Ms. Geyman noted when a Preventative Maintenance (PM) program is put into place, costs could rise in the beginning, so it may at first it may appear to be counterproductive, as we begin to identify needs. Mr. Mulholland felt this was outside of scope of Ms. Geyman's job description to be putting together a PM program, so others will have to be looked to for that decision.

#### **OTHER DISCUSSION ITEMS**

*(none)*

#### **ANNOUNCEMENTS**

*(none)*

#### **ADJOURNMENT**

The meeting adjourned at 6:52 p.m.

Submitted by:

*Ed Mulholland / S /*  
Ed Mulholland, Chair