

**Facilities Committee Meeting
Unit Office Board Room
February 3, 2016
5:30 p.m.**

Members Present:	Beyers, Kirkbride, McLeod
Members Absent:	N/A
Superintendent Present:	Yes
Facilities Director Present:	Yes
Visitors:	N/A

Meeting was called to order at 5:30 p.m. by Chairman, Bill Beyers

Minutes of the October 7, 2015 meeting were approved and signed on a motion by John McLeod, with a second by Bill Beyers.

OLD BUSINESS

District Strategic/Capital Improvement Plan

Dr. Lett and Lori met with GRP Mechanical to review the information necessary to begin the process for the Capital Improvement Plan. A walk through was conducted in all the buildings with GRP and associated experts. GRP will compile information to have available for the March Retreat. Dr. Lett will distribute the report to the board members prior to the retreat so everyone will have a chance to review in advance.

High School Boiler

Lori reported that the High School boiler issue is going to be included in the Capital Improvement Plan, so no additional action has been taken at this time.

Tower Hill Final Report

Since the last Facilities Committee meeting, the Tower Hill property was sold. Lori updated everyone that Sacred Heart continues to rent the gym from Dial & Dial Properties, and the Pana School District continues to use this property for the Tower Hill bus stop. Bill Beyers asked for a report of cost savings for the utilities, insurance, and maintenance costs associated with the Tower Hill properties. Lori will gather information and report back to committee.

High School Personnel Transition

The committee was updated on the transition of personnel, Georganna Fleenor to Tim Eddy, and the training process for this transition. Weekly one-on-one training is in place, along with phone contact as needed.

NEW BUSINESS

Washington Coal Room

Six bids were received for the Washington School coal room project, ranging in bid from \$19,925 to \$35,807. Copies of interested bidders and their bids were shared with the committee. Klein Excavating from Pana was the lowest bid that met all requirements. All bids were accepted by BLDD. On a motion made by Doug Kirkbride and seconded by John McLeod, Klein Excavating was approved for this project. Work will begin immediately after the last day of school, and be completed no later than July 15, 2016.

Personnel

Head Maintenance Position

With Steve Dukeman's retirement announcement, the plan is to post his position the first of March, and have someone hired during by mid-April to get a couple of weeks of training before Steve leaves.

Temporary Yard Maintenance Position

Since Tim Eddy took over the Head Custodian position, we have been subbing the temporary yard maintenance position with Jordan Clark. We posted this temporary position again and offered the position to Jordan Clark.

Summer Workers

With several building projects scheduled for this summer, and new staff on board (both inside and out), I feel like I will need a couple of extra hands. It was requested to hire 4-5 summer workers to help with buildings, grounds, transportation summer work. On a motion made by John McLeod, and seconded by Doug Kirkbride, Lori was given permission to hire 4 summer workers, and then determine, based on projects, if additional staff would be needed.

Garaventa - Lifts

The Lincoln and Jr. High lifts recently had repairs that were about \$5,500. We had multiple visits from Garaventa on the Lincoln lift, and they were trying to keep the lift going as long as possible without having to replace the drive board and computer chip, but felt the district would continue to have issues if these components (\$1,595.48) were not fixed. The Jr. High lift had evidently been having issues with the platform dropping down (no one reported until several months had passed). This repair was quite expensive (\$3,883.16) to replace the powerfold assembly. The only good news is this is the first repair on the Jr. High lift in years. In addition, Garaventa is looking for a southern Illinois location to open another facility. Currently, they are located in Antioch, IL so travel time/expense is always a factor in getting someone here as quickly as possible. They are hoping to find a location in downstate Illinois within the next year.

OTHER BUSINESS/COMMITTEE CONSIDERATIONS

Bleacher Inspection

The bleacher inspection is scheduled for February 4, 2016.

Ameren Meter Replacement

Just an FYI to the committee, that Ameren is replacing the gas meters at the buildings as time allows.

Wall of Honor

It was suggested that the district look into the possibility of a Wall of Honor for those who served in the military at any given time. A discussion followed, and it was suggested to contact the VFW for a list of names, or ideas to get this type of project started. No other action taken.

NEXT MEETING DATE & TIME

The next meeting is scheduled for Wed., May 4, 2016 at 5:30 p.m. in the Unit Office Board Room.

ADJOURN

There being no further business, a motion was made by John McLeod and seconded by Doug Kirkbride to adjourn the meeting at 6:15 p.m.

Member

Member