

**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304  
227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS  
FINANCE COMMITTEE MINUTES**

The Board of Education Finance Committee met at 6:00 p.m. on Monday, March 11, 2013, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

**1. CALL TO ORDER**

The meeting was called to order at 6:04 p.m. by Chairman Wilson.

Committee members present: Tom Anderson, Mike McCormick, Kelly Nowak, Bill Wilson.  
Late: None. Absent: None.

Administrators present: Scott Ney, Director of Facilities; Donna Oberg, Assistant Superintendent Business Services; and Dr. Kent Mutchler, Superintendent.

Others presents: Linda Odom, Heather Carlson, Chris McKechnie, Su Kenny, Becky Giltz, Chris Bourdage, Carol Young, Dave Lamb.

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES**

3.1 February 11, 2012

Motion by McCormick, second by Nowak, to approve the minutes, as presented. Ayes, four (4). Nays, none. Motion carried.

**4. DISCUSSION/CONSIDERATION**

4.1 Five-Year Capital Plan: Progress/Future Planning

The Director of Facilities provided an overview on the progress of the five-year capital plan, as well as an overview of future project planning for each of the District's facilities. A survey of each facility was conducted and the five-year plan was updated and projects prioritized for work to be done in 2013-2014. Total expenses for the five-year plan are estimated at \$5,284,000.

Discussion, comments, questions: for the sidewalk expansion at the middle school campus would we get a better price on the total scope of the work (yes, that is the plan); will any projects be funded from REMS dollars (no); what locksets are being replaced (will only be replacing locksets for doors that don't lock from the inside of the room, this project will be started this year over spring break); how are the projects being funded (some from this year's budget, but most from next year's budget); is it correct that the bond for the floor repair/replacement at Fabyan will not cover all of the work (yes); what about the costs for asbestos removal at Coultrap (we are surveying the building and getting estimates for asbestos abatement); is there a fixed amount budgeted for repairs each year (yes, for equipment repair, all capital projects will be prioritized each year and we plan and budget accordingly); want to see the O&M budget; what is the average price for the locksets (\$300-\$350, or less for those with a removable core); what about rooms with windows in/next to door (police response time is 3-6 minutes, a locked door will help slow down an intruder); how is the 5-year capital plan prepared (discussion and feedback from the building administration, staff and personnel and a walk-through of each building); is there any electronic data on projects and timelines (we are looking at software now in order to compile lists and lifespan of items for budgeting process); it would be good to have that type of data for budgeting and long-range planning purposes; what is currently out for bid and what is coming up (sidewalk repair, parking lots/pavement repair, mechanicals); I'm interested in tracking energy usage and costs to try to reduce use and realize savings (yes, our goal is to save on energy costs, updating HVAC systems is part of the goal to save energy and costs); what is the payback/savings on mechanical equipment (we track it and if it is not within the savings

