

CROSBY-IRONTON SCHOOLS  
BUILDINGS & GROUNDS COMMITTEE MEETING SUMMARY  
October 25, 2018

Item 7.3b

The buildings and grounds committee met in the district office on October 25, 2018 at 6:00 p.m. with the following: Abby Geotz, Barb Neprud and Mike Domin. Erica Marcussen and Kevin Donnay from Widseth Smith Nolting (WSN) were in attendance. Jamie Skjeveland and Bill Tollefson were also present.

Review Timeline – Erica Marcussen walked the committee through a potential timeline of events leading to a building referendum election in November 2019. The timeline was created starting at November 2019 and working backward to include critical decision benchmarks that are required by process or statute, such as election law or the Minnesota Department of Education's (MDE) review and comment process. In addition to the benchmarks, the timeline further outlines important milestone dates for committee and task force meetings so that design work can be advanced in conjunction with the work the committee and task force are doing. Marcussen described that there is some flexibility built into the timeframe, so small deviations will be able to be accommodated. The committee suggested no modifications to the timeline, which will be advanced to the School Board for approval at the November regular School Board meeting.

Set Project Goals and Understanding for Task Force – The committee received and discussed a template of project goals and understanding for the task force document. The task force is the group of community stakeholders who have been identified by School Board members and administration and will be asked to attend an initial meeting at the end of November, 2018. The role of the task force is to initially provide input into facilities improvements, to learn about facility repair needs, and to serve as ambassadors in telling the District's facility story to the community between now and the November 2019 referendum. The task force will provide guidance and advice in an advisory capacity to the School Board in topics related to: input into facility improvement (new and remodel) projects list; learning about facility repair needs; input as to the mood of the community; learning about how projects can best fit into a financial package; and development of communication strategies for all constituent groups. Task force membership should represent a diverse cross-section of the community, spanning age groups, geographic diversity, and representing different community, civic, faith based, business and other demographic segments. The task force will meet early to provide input, guidance and advice and later in the process to receive plan updates and to contribute to the community information campaign. The task force focus will be on concepts first, which will be followed later with costs and budget.

Development of Project Lists – Project lists will be divided into two categories – improvements and repairs. Improvements shall consist of new and/or remodeled facilities. Repairs shall consist of repairs identified in the WSN-prepared facility evaluation studies and the District's major system roster. Repairs will eventually be broken down by funding source, including normal repair, Operating Capital, Long-Term Facilities Maintenance, Capital Projects Levy, and Building Bond.

The committee reviewed the lists of approved and denied facilities improvements that had been identified and discussed at the July 31, 2018 buildings and grounds committee meeting. Further clarification was provided to that list, and a list of additional potential projects identified since that time was also discussed.

The committee then reviewed the list of projects outlined in the WSN-prepared facilities evaluation reports. District staff have begun summarizing the immediate and 5-year lists to aggregate similar construction disciplines or repairs. This process will continue, with repairs being divided by funding source as noted above.

Financing Plan – The financing plan will emerge in the future, once the project lists are moved closer to finalization. Especially important will be projects associated with the two funding sources that require voter approval – Capital Projects Levy and Building Bond.

In closing the meeting, the committee set the first Task Force meeting for Tuesday, November 27, 2018 at 7:00 p.m. Following brief opening remarks by the Superintendent, WSN staff will facilitate the balance of the meeting.

The meeting adjourned at 8:10 p.m.

Respectfully prepared and submitted by William Tollefson