

Capital Project Committee Meeting Minutes

Monday, November 13, 2017

Members present: Brad Almeter, Josh Audsley, David Barber, Michelle Barber, Paul Clark, Doug Ewert, Brian Fugle, Candy George, Amanda Hofheins, Mike Jansma, Donna Kozlowski, John Librock, Ralph Marvin, Meaghan Matuszak, Eric Romesser, Becky Sphar, Melanie Toland-George, Kris Wicks

Members absent: Kelly Beitz, Jeff Cusmano, Chris Day, John Dickhut, Norbert Fuest, Jeff Peters, Jodi Rudgers

- Mrs. Matuszak called the meeting to order at 6:00 pm.
- The meeting began with introduction of the committee members. Mrs. Matuszak shared information on the personalized binders, which include the meeting's PowerPoint slides printout and any additional relevant documents for each meeting. Members were encouraged to take notes and actively participate in meeting discussion items. A preferred method of communication sheet was circulated for members to complete.
- Mrs. Matuszak's presentation began with an overview of the committee and its goals. The previous project, vote results, community survey responses, and the revised Board parameters for this project were also discussed. She also shared some reasons why now is a good time to invest in a project.
 - Board parameters are as follows:
 - Wish to explore options to move the board office employees into the MS/HS rather than renovate the existing building (house).
 - The committee discussed what other options there might be on the main campus (library, tech area). The quote for the last project was discussed and called for building office space onto the north wing. The space situation will need to be looked at further with floor plans that display the room assignments.
 - The district believes that the elementary school on Prospect will remain in operation for at least another 10-15 years so investing in the maintenance on the building is appropriate.
 - They are still willing to support updating the athletic fields.

- The committee is requesting that we get the actual purchase price on the land and get a definitive answer on the potential flooding issue
- The timeline of the project was discussed by the group. While there is no immediate urgency, a sense of timeliness is important. A May 2018 vote was mentioned as a possibility.
 - Mrs. Matuszak explained that under the new SED guidelines building aid does not flow until the projects final cost report is filed with SED. Karen Moon, the district financial advisor from Bernard P. Donegan Inc., will be brought in to discuss further and speak to us about the option to break the project up into phases.
- Mr. Barber shared information on the Construction Manager (CM) and the process involved. A request for proposal (RFP) will go out and once a company is selected they will join the committee.
- The committee discussed the need to be better about communicating the details surrounding the project and project vote. Ideas such as utilizing social media, the district website, and hosting additional community forums prior to the vote were discussed.
 - It was suggested that we share our pictures and contact information so that the members of the community can reach out and connect with any one on the committee.
 - Also the committee felt that we need to simplify the financial explanation in regards to the state aid and share with the community.
- Mrs. Matuszak informed the committee that the architects and financial advisors will be present at most of the committee meetings as their expertise is pertinent to the planning process.
- The committee set future meeting dates for: December 11, 2017 and January 8th, 2018 at 6:00 pm in the High School Library
- Meeting closed at 8:00 pm