

## Capital Project Committee Meeting Minutes

Monday, December 11, 2017

**Members present:** Brad Almeter, Josh Audsley, David Barber, Michelle Barber, Kelly Beitz, Paul Clark, Chris Day, Doug Ewert, Norbert Fuest, Brian Fugle, Amanda Hofheins, Mike Jansma, Meaghan Matuszak, Eric Romesser, Jodi Rudgers, Becky Sphar, Melanie Toland-George, Kris Wicks

**Members absent:** Jeff Cusmano, John Dickhut, Candy George, Donna Kozlowski, John Librock, Ralph Marvin, Jeff Peters

**Also in attendance:** Paul Hedin, Steve Thorsell, Karen Moon

- Mrs. Matuszak called the meeting to order at 6:00 pm.
- The meeting began with introductions of our architects Paul Hedin and Steve Thorsell from Clark Patterson Lee (CPL) and our financial advisor Karen Moon from Bernard P. Donegan Inc. They have both been with the district over 20 years; Paul Hedin has been with us since 1981.
- The community survey results were discussed and Mrs. Matuszak stressed the importance of communicating the committee's progress. Since the last meeting, the committee has shared their contact information on a profile sheet that has been posted on the website and Facebook page. The profile sheet will also be dispersed with the January Newsletter. Everyone was encouraged to like, share, and follow the Capital Project Facebook page. The PowerPoints and meeting minutes from the last meeting are posted on the website as well.
- The previous project included a purchase of 9.76 acres adjacent to the high school building. The district had a conversation with the land owner but no purchase price was negotiated prior to project vote. Mrs. Matuszak is requesting the committee's support in bringing a board motion to the board in January to get approval to explore the acquisition of the adjacent land. If approved, the district would begin negotiating a purchase price with the land owner and if an agreement can be made, prepare a letter of intent/purchase agreement that would be contingent on a positive capital project vote.

- Karen Moon explained the importance of looking at state aid and the debt service when exploring the sale of an educational building (Sheldon). She provided the group with 3 different scenarios, based on the potential sale of the Sheldon building, and what each would look like financially. The first scenario outlined the building aid and debt still attached to the Sheldon building. The second and third scenario discussed what the impact would be to building aid and debt if the building was sold for \$200,000 or \$450,000.
- Paul Hedin explained the time frame for the capital project planning and the benefits to having a long range plan. He provided a worksheet that took the information from the previous spreadsheets and categorized it by funding source on a summary page. The sheet will be used to see, at-a-glance, where each line item fits best and can be moved around as the projects are developed.
- Karen Moon reviewed the districts maximum cost allowance and how it gets calculated. It is a 5 year rolling cost allowance and the only items the district has going against it are two capital outlay projects. When a school performs a building project, portions of it are aidable but only up to the maximum cost allowance.
  - Each building has a respective aid ceiling. The cost allowance takes into consideration how many students are capable of being taught in the space. Costs are assigned to each grade level and a special cost index for special education rooms. There is a construction cost and an incidental cost allowance. Incidentals are considered “soft costs” such as professional fees, insurance, surveying, architects, etc. Buildings without student capacities will not be aidable. Currently, the MS/HS building has a construction cost allowance of \$27,638,491 and an incidental cost allowance of \$6,912,123. The Elementary School building is \$8,418,011 and \$1,683,602. This means that the district is in excellent financial position to receive all of the State Aid allowed for this capital project.
  - If an addition is needed, SED will calculate the amount of aid for the proposed space based on its purpose.

- Color Coded floor plans that outline current programs and utilization of existing space were provided to the committee to use as reference tool. The committee was asked for their recommendations/suggestions for accommodating the administrative offices within the current structure of the MS/HS.
- The discussion of moving the administrative offices into the MS/HS building continued. It was decided to further explore relocating admin offices to either the HS library or the North Wing of the High School. It is important for the administrative offices to have an exterior entrance for public access. Further details on these (and any others) will be provided at the January meeting. Paul Hedin asked administration to provide him with some drawings for the two suggested locations so that he can work on drawings, costs and aidability to discuss with the committee at the next meeting.
- The timeline of the vote was discussed. Karen Moon shared that her firm collects data on their client's votes and research shows that December votes have a historically positive outcomes. Other options are to have a May vote or a possible summer vote. There was discussion about having a vote while there is a school function happening but because there are 3 different polling options it is difficult to accommodate everyone. Mrs. Matuszak asked that everyone think about it and we can discuss further at the next meeting.
- At the next meeting, we will review the project worksheet, present different scenarios for relocating the administrative offices as well as reviewing the maintenance and infrastructure aspects of the project
- Next meeting is January 8<sup>th</sup>, 2018 at 6:00 pm in the High School Library
- Meeting concluded