



# Ottawa Hills Local Schools

## Building and Grounds Committee Meeting February 26, 2024 2:00 p.m. Village Green Conference Room

### MINUTES

#### 1. Attendance at Meeting

Present: Rob Gnepper, Katie Timmers, Adam Fineske, Julio Rodriguez, Cindy Nissen Eric Micholovich

#### 2. Items for discussion

- A. Review list of priorities of Grounds and Maintenance projects on the horizon- Cindy, Eric M and Julio
  - a. Notes- Julio and Cindy, both district maintenance staff, reviewed in full their lists of priority tasks for the area of buildings and grounds. Some of these items were included on the current PI list and some were additional items. From Julio's grounds area, the discussion centered around the current pick up trucks as well as the mower machine used in many different ways and areas.
- B. Review PI projects completed this year and those yet to complete with budgeted funds
  - a. Notes- Adam and Tom reviewed the list of projects completed this year, along with their costs associated. We then discussed three new projects that are in need and we hope to use current PI funds to take care of. These include repairs in the boys restroom in the main area of the high school, replacing the cabinet in the chemistry room due to bug infestation and repairing the HVAC units on top of the gym area that are producing a gas smell inside the gym.
- C. Tom and Adam share 5 year PI plan document
  - a. Notes- Tom and Adam reviewed a draft spreadsheet and the format that they are looking to use to create a five year plan for permanent improvement dollars.
- D. Share reorganization of Asst to Treasurer position and Tom/Adam overseeing operations
  - a. Notes- Adam and Tom announced to the operations team and board members the reorganization of the Asst. to the Treasurer position where the duties of facilitation of vendors and projects will move to the Treasurer and the HR,

overseeing and evaluating the district operations staff will continue to fall under the Superintendent.

E. Update on possible move of district offices to the JHHS

- a. After another review of the space by Rudolph Libee, it was determined that the price to renovate and move the district office staff to this space is still too high and out of the range of spending at this time.

3. Items for possible Board approval

- A.
- B.
- C.

4. Additional issues or concerns?

- A.
- B.
- C.

5. Adjournment