

FACILITY ADVISORY COMMITTEE MEETING MINUTES

October 6, 2021

A meeting of the Facility Advisory Committee of the School District of Jefferson was held on Wednesday, October 6, 2021, in the East Elementary library. Superintendent Urness called the meeting to order at 6:00 p.m. with the following members present: Peg Beyer, Dale Gaugert, Jeff Laesch, Lyndsay Knoebel Baneck, Francis Langer, Jim Pratt, Leah Thorp, Lynn Enke, Ryan Mundt, Chris Schmidt, Susie Schuld, Emilie Shoop, Tonya Umbarger, and Ben Warborg. Absent: Roger Ganser, Jen Pinnow, Merle Lange, Sherry Lange, Beth Krahn

Others in Attendance: Superintendent Charlie Urness; Laura Peachey, Director of Business Services; Tim Graffin, Buildings & Grounds Director; Nick Skretta, High School Principal; Jacob Wichman, East Elementary Principal; Jason Poepfel, IT Director; Katie Grundahl, Director of Curriculum & Instruction; and Valerie Schmitt, Administrative Assistant to Superintendent along with Planning Partners from Findorff: Erika Freeman, Matt Breunig, Jon Winch and Brian Malich; and from Eppstein Uhen Architects(EUA): Andy Lyons and Kim Frerichs.

INTRODUCTIONS AND ROLES: The committee members introduced themselves along with their role in the process and on the committee.

- ❖ **Committee Expectations:** Superintendent Urness reviewed the Committee Charge to reiterate the purpose and goals of the committee. The timeline of the processes and schedule of meetings with the focus on each meeting were also shared
- ❖ **SDOJ Background:** Superintendent Urness briefly explained the current status of the District facilities and grounds along with the annual facilities budget, and history of enrollment. The committee discussed the facilities budget and enrollment numbers.

APPROVAL OF MINUTES:

A motion was made by Emilie Shoop, seconded by Dale Gaugert, to approve the minutes from the June 21st committee meeting as written. The motion passed unanimously by voice vote.

FACILITY ASSESSMENT FINDINGS: Representatives from Findorff spoke on facility maintenance needs with the categories of: Building Envelope and Roofing, Systems, Interiors, and site.

- ❖ **Key Needs Addressed:**
 - **East Elementary-** Basement waterproofing/ remediation, slate roof, cast iron plumbing piping, windows.
 - **Sullivan Elementary-** Electrical gear and panels, heating hot water pipes, steel lintels at windows, and air handling units and condensing unit.
 - **West Elementary-** Storm drainage, generator backup for emergency lighting, electrical gear and main distribution panel, sanitary drain piping.
 - **Middle School-** HVAC & lighting controls, chiller replacement, HVAC retro-commissioning, window repairs.
 - **High School-** Auditorium HVAC, Lighting and controls, roofs. Note- Lowest cost per square foot but has large facility needs budget.

10-Year facility maintenance needs were broken down by building and given with a total of \$18.6 million dollars for all of the facilities in the district. Noted was the fact the numbers were budgeted in 2020 dollars as an estimate based

on a conceptual scope with comprehensive total project costs and does not included regular ongoing maintenance costs.

It was noted that referendums have shown communities desire the District to take care of the facilities so lowering operational costs to cut corners and having buildings with failing systems is not ideal.

CAPACITY ANALYSIS:

Targeted functional design capacity was shared by EUA stating 10% capacity over enrollment for safety is the goal. Findings show that all of the SDOJ buildings are currently appropriately sized for our enrollment. The classroom capacity in our district is acceptable but there are other options to reimagine how square footage is used to better utilize existing space.

SCHEDULE UPDATE:

A tour of Ixonia Elementary School was added to the schedule in December. Visiting another district is a way to envision what could be possible at an existing facility. The tour will be prior to the meeting that night.

QUESTIONS:

A survey to help the resource committee was given out to help us make sure the committee meetings are run as effectively as possible.

Meeting concluded at 6:57 p.m.

BUILDING TOUR:

A tour of East Elementary School was given to committee members.

Valerie Schmitt, Scribe