

OPERATIONS COMMITTEE MINUTES – MEETING OF APRIL 3, 2013

In attendance:

Committee: Chairperson Kati Driban, Steve Adams and Mark B. Miller.

Board Member: Michael Hartline

Administration: Dr. Jennifer E. Cressman, William R. Gretton III.

Public: Michael Crain, Paul Rokuskie.

Call to Order:

The meeting was called to order by Chairperson Kati Driban at 7:00 p.m. A motion was made by Mr. Adams and seconded by Mr. Miller to approve the minutes of March 6, 2013. Motion carried 3-0-0.

Region II

Mr. Crain reported on the classroom punch-lists were being completed, the terrazzo completion in the classroom wings and second floor were 98% complete, the installation of the kitchen equipment continued and general clean-up will follow in the next two weeks. The building should be complete by the end of the month. Site work will begin April 15th with full completion in October but with the main areas complete by the start of school.

Ms. Driban asked about the paving schedule and Mr. Crain indicated that all of the access roads and bus lanes will be complete by September. Mr. Crain has asked the township for some guidance on what is required for a temporary certificate of occupancy, and there has been no response from the township as of this date.

Commissioning

Mr. Gretton referred to the report and indicated that as issues were brought forth the contractors had been notified. Reynolds has indicated that the high school and Willow Dale have been completed and are working with the balancing contractors at Davis and McDonald as the seasons change. Ms. Driban asked about the open items at the high school and requested that the column be labeled as “status” so that a better description was available to the public.

Mr. Miller requested a Board tour of the buildings and it was determined that dates would be established for the members to walk through the facilities and observe current conditions. Ms. Driban also noted that the interaction with the custodial staff was a beneficial result of this tour. Dr. Cressman indicated that a survey of available dates/times would be taken and established for the Board. Mr. Hartline suggested that an evening tour would be beneficial and Ms. Driban suggested that a day and an evening tour be arranged.

Electronic Signs

Dr. Cressman indicated she was seeking guidance on the installation of electronic signs at the facilities, suggesting that this was a capital purchase and not necessarily the responsibility of the Home and School Associations.

Mr. Miller indicated that the township should be included in these discussions, noting that the process at MBIT required significant time to be approved at that level. He also suggested that this could be

OPERATIONS COMMITTEE MINUTES – MEETING OF APRIL 3, 2013

an expense incorporated into the renewal of the beverage contract, possibly without the advertisement directly on the sign.

Ms. Driban suggested that possibly Klinger and Log College should be included in the project and that alternative revenue sources should be contacted. She noted that the lighting of the sign may be an issue but the angle of the sign may be a consideration. Mr. Miller indicated that the issue at MBIT was the distraction of the sign to the traffic passing the school. Mr. Hartline suggested the number of signs be determined, including one along Street Road identifying direction to the high school. He also suggested that the township provide information on requirements so that it can be included in the bids. He suggested that a bid for multiple signs should benefit the final costs and that electrical/data connections should be a part of the bid process. Ms. Driban also recommended that the Home and School Associations be involved in the discussions in the event they would want to be involved. Mr. Miller informed the Board that the beverage sponsor had indicated in the past that their costs would be the basis of the bids.

Mr. Adams thanked the Home and School Associations for their willingness to participate.

Mr. Rokuskie indicated that the sign at Log College was merely a text sign and did not allow for sophisticated communication or coordinated communication between signs in the district. Such technology was now available and the district may want to consider this change. This would require additional hardware/software for this type of sign.

Bid Awards:

Mr. Gretton reviewed the results of the roof bids and recommended that the low bid for Log College be accepted from Jottan, Inc. in the amount of \$1,472,523 as recommended by Professional Roofing Resources. Mr. Gretton reported that the low bid on the Klinger project had presented a letter requesting to withdraw his bid and recommended the approval to US Roofing for \$54,800.

Mr. Adams asked what was originally projected. Mr. Gretton indicated that the original estimate was approximately \$1,900,000. Mr. Miller recommended that the information from the consultant be included in the bid documentation. It was moved by Mr. Adams and seconded by Mr. Miller to forward the recommendations for the roof bids to the full Board. Motion carried 3-0-0.

Mr. Gretton recommended that the low bid that met the specifications be awarded rather than a lower bid that provided alternates because of the future consideration for district-wide communication. The recommendation was to award the bid to Wireless at a cost of \$18,388.85. It was moved by Mr. Adams and seconded by Mr. Miller to forward the recommendation for the radio bid to the full Board. Motion carried 3-0-0.

Mr. Gretton recommended that the bid for mowers be awarded to T. W. Reiss for a total of \$21,600. Ms. Driban asked if the additional cost of the mowers with the extended warranties would be valuable for the district. Mr. Gretton responded that the mowers specified with a two-year warranty were the better value. It was moved by Mr. Adams and seconded by Mr. Miller to forward the bid for mowers to the full Board. Motion carried 3-0-0.

OPERATIONS COMMITTEE MINUTES – MEETING OF APRIL 3, 2013

Mr. Adams asked about painting projects at the high school that were not complete with the construction and whether these would be completed in the summer. Mr. Gretton responded that they were on the list. Ms. Driban recommended that the art department become involved in some of the “open” wall spaces at the high school and allow the students to be involved with the decoration. Ms. Driban suggested that this should be the same at other locations and Dr. Cressman reported that the students at Davis were working on a tile project and suggested that the students present to the Committee. Ms. Driban suggested that the project be presented to the full Board.

Ms. Driban reported that the next Operations Committee meeting would be held on Wednesday, May 1, 2013 at 7:00 p.m.

Adjournment

It was moved by Mr. Adams to adjourn the meeting at 7:44 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "William R. Gretton III". The signature is written in dark ink and includes a stylized flourish at the end.

William R. Gretton III
Assistant Superintendent of Operations
Attachments