



FACILITIES COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, March 1, 2019, 8:00 AM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

Committee Members

Paul Lambert, President, Board of Education
Mark Abate, Vice President, Board of Education
Mike McDonough, Deputy Superintendent
Cliff Hetzel, Director of Business
Rich Boettner, Chief Technology Officer

Anita Dalluge, Assistant Treasurer
Mark Tremayne, Director Innovation & Extended Learning
Matt Middleton, Assistant Principal Hilliard Darby High School
Chad Schulte, Principal Hilliard Weaver Middle School
Matthew Sparks, Principal Beacon Elementary

MINUTES

1. Introduction to new Committee Members

This group began in the 2000-2001 school year as the Buildings and Grounds Committee that toured all district buildings throughout the school year. The committee consisted of two Board members, the Assistant Superintendent, the Director of Business, the Maintenance Coordinator and the Custodial Coordinator.

Beginning with the 2006-2007 school year, the Maintenance and Custodial Coordinators were no longer required to attend the building tours due to the increased number of facilities to maintain.

Beginning in the 2016-2017 the Buildings and Grounds Committee still met once per month to tour 2-3 facilities and added a one-hour meeting at Central Office to discuss projects and budgets in more detail.

Beginning in January 2019, this group has evolved into the Facilities Committee and added several members including the Assistant Treasurer, Chief Technology Officer and building-level administrators. This expanded committee will identify issues that need to be addressed throughout the district and help in the prioritization of when projects should be scheduled. It is important to maintain our facilities and maximize the funds budgeted for this purpose.

2. Swenson's Discussion

Timothy Reardon & Jamie Moore, 4810-4832 Cemetery Center, LLC attended today's meeting. They have been meeting with school district administrators for about a year and a half regarding the possibility of building a Swenson's drive-in restaurant in front of JW Reason Elementary. There will be access into the restaurant property from both Cemetery Road and the school driveway. The entrances from the school driveway will be closed (with gates) during student arrival and dismissal times. There was discussion about adding a sidewalk and fence between the restaurant and school properties as well as their grand opening taking place during the summer while school is not in session.

3. Public Participation

There was no public participation today.

4. FY19 Project Discussion

Cliff Hetzel prepared and submitted a draft of 2019 capital projects. The committee discussed the proposed schedule of projects and the need for a set of criteria for prioritization of all projects (what makes it on the schedule and what is on hold for now). Also discussed developing a mechanism to address projects completed by building to demonstrate priority, fairness and equality among all district facilities.

Hilliard Davidson High School Parking Lot Update

- The project “legal notice” has been developed and will be publicized on March 4th and March 11th.
- Sealed bids will be accepted until 1:00 p.m. on March 27, 2019.
- The engineer’s estimate of construction cost is \$133,260.
- A pre-bid conference will be held on March 13th at 3:00 p.m. at Central Office.
- Project is scheduled to be completed by the end of this school year.

5. Ameresco Facilities Database Presentation

Representatives from Ameresco presented a progress update of the facilities database that will aid the district in determining the priority of projects and budget requirements to maintain all district facilities. Ameresco, with information provided by the Operations staff, has (1) configured an asset management database, (2) developed a comprehensive capital plan, (3) established an asset sustainability target, and (4) prioritized capital funding. Ameresco is currently finalizing the 5th objective of the project, financial solutions, and will present an executive summary to the Board of Education at their April 8, 2019 meeting.

6. Building Usage Update

Cliff Hetzel provided a report showing the amount of usage per building for 2018.

7. Hilliard Davidson High School Roof Update

Discussed roof damaged during last Sunday’s wind storm. Operations has met with the contractor and insurer. Contractor was on-site Monday and had the roof water tight by Wednesday.

8. Other Topics

FY 2020 Budget Process

- The purpose of the annual budget is to identify adequate financial resources for the education program. The budget process takes place over the course of sixth months. Typically, the annual budget is adopted by the Board of Education in June.
- One of the objectives of this committee is to provide more complete and detailed information regarding the capital/permanent improvement needs for the budget process.

9. Next Meeting

- Friday, April 12, 2019
- 8:00 AM, Central Office, Board Conference Room