

## **Business and Finance Committee**

Tuesday, May 14, 2024

5:00 p.m., Superintendent's Office

### **Meeting Minutes**



Attendance: Kris Cole, Elroy Buckner, Dave Hazekamp, John Winkas, and Mark Mesbergen

1. **Shettler Boiler Replacement Recommendation**  
Mark and John discussed an RFP to replace two boilers at Shettler Elementary over this summer. The district received two bids. The lowest bidder did not spec out the required Viessmann brand (we are moving all boilers to one brand) therefore, we are not recommending them. The lowest qualified bidder is Hurst Mechanical.
2. **Bus Parking Lot and Drive Replacement**  
Mark and John discussed an RFP to replace a section of the parking lot within the bus garage along with added a parking lot of the additional vehicles that were purchased the last couple of years. The district received 6 bids and Asphalt Paving was the lowest qualified bidder.
3. **Food Service Management Company Renewal Approval**  
Mark discussed the renewal documentations for our food service contract with Chartwells. Each year the district needs to renew their contract. The administrative fee is proposed to increase by 4% based on the original contract.
4. **CAD Lab PC and Monitor Purchase Recommendation**  
Mark discussed a recommendation from Kyle regarding the replacement of the high school's CAD lab computers. These PC's also have the necessary specifications that they could, in the future, run digital graphic design programs/courses and also be dual-purposed for an eSports Lab. The current CAD PC's could be repurposed throughout the district for smaller scale STEM projects and other niche uses, as they are still viable for less resource intensive operations.
5. **Chromebook Purchase Recommendation**  
Mark presented a recommendation from Kyle to purchase chromebooks for the upcoming year. The district has around 3,300 chromebooks throughout the district and the recommendation is to replace 545 of them. The total recommendation is \$153,882.00 coming out of the Technology Fund. The purchase is through a consortium

6. Middle School Band Instrument Purchase Recommendation  
Mark provided a proposal to replace some of the middle school's band instruments. The district has been working with Katie to come up with a replacement schedule for the instruments that are used during the band classes. The district submitted a RFP and Meyer Music was the only company to submit a bid.
7. Stadium Light Replacement Recommendation  
Mark and John presented a proposal to replace the stadium and soccer lights with LED lights. The work will happen during the summer and the 2021 bond will be where the expense is allocated to. The purchase is through a consortium
8. Middle School Flooring Replacement Recommendation  
John and Mark discussed a recommendation to replace flooring (carpet and VCT) within the middle school. Classrooms and other learning areas would be the first places to be replaced. The vendor could not get a formal price under early to mid next week but waiting until the next board meeting would not allow the district to replace the flooring this summer. The flooring is part of a consortium so there are no bidding requirements. The recommendation is to replace middle school flooring not to exceed \$500,000 coming out of the bond fund.
9. Emergency Communication Radios  
Mark gave an update that the company has not yet to give the district a quote.
10. Contract Bargaining and Negotiations  
Mark gave an update on the current contract bargaining.
11. L-4029  
Mark presented the L-4029 for the upcoming fiscal year. The district has to fill out the L-4029 as this is the document that gets sent out to the townships so they know what to levy on the school's behalf. The district's general operating millage will be under 18 mills; therefore, the district will receive less general fund property revenue by roughly \$18,000.
12. Other – Middle School Classroom Furniture  
John and Mark also discussed a recommendation that piggy-backs on the middle school flooring replacement recommendation. Since the proposal would be to replace the flooring, it makes sense to replace the classroom furniture (desks and chairs) at the same time. The classrooms would have the same furniture as the high school (tables and chairs). Both of the items are part of a consortium so there are no bidding requirements but the official proposal price will not be able to get to the district until next week. The recommendation is to replace middle school flooring not to exceed \$500,000 coming out of the bond fund.

Meeting adjourned at 6:01 p.m.

Respectfully submitted by Mark Mesbergen