



MID-STATE SPECIAL EDUCATION

202 Prairie St; PO Box 46
Morrisonville, IL 62546
PH (217) 526-8121; FAX (217) 526-8205
www.midstatespec.org

STRONGER TOGETHER SUPPORTING ALL STUDENTS

Building & Facilities Committee Meeting

December 15, 2021

Meeting Time 9:20 a.m.

Due to the ongoing public health emergency, current Disaster Declaration, and revised Open Meeting Act requirements, in order to protect the safety of board members, staff, and the public, in-person attendance at this meeting will be limited. The public may attend and are welcome to participate in the meeting via audio or video-conferencing. For public participation, please contact Vickie Throne at 217-526-8121 ext. 230. Board members may participate by audio or video conference without the physical presence of a quorum of the members due to the determination that an in-person meeting is not practical or prudent due to the current health emergency.

AGENDA

I. PROCEDURAL BUSINESS

- A. Call to Order/Roll Call
- B. Introduction and Recognition of Visitors and Public Comment
- C. Documentation of OMA Requirements During the Current Health Emergency

II. DISCUSSION & ACTION

- A. Approval of Minutes from September 15, 2021
- B. Status/Updates on Repair/Maintenance List from Building Inspection
- C. Review Current Building Expenses
- D. Consideration of Additional Information Needed and/or Action on Recommendations to the Executive Committee
- E. Next Meeting is Scheduled for March 16, 2022

III. ADJOURNMENT

MID-STATE SPECIAL EDUCATION
GROUNDS & FACILITIES COMMITTEE

September 15, 2021

Meeting Minutes

Procedural Business:

Mr. Hopper, committee chair, called the meeting to order at 9:33 a.m. at the Mid-State Special Education office with remote participate as allowed by Executive Orders related to the Open Meetings Act due to COVID-19.

Members Present:

Mr. Hopper, Panhandle; Dr. Fuerstenau, Litchfield; Mr. Shackelford, Brownstown; Mr. Theilen, Edinburg

Members Absent:

Mr. Powell, Hillsboro

Others Present:

Angela Armour, Director

Procedural Business:

None

Discussion:

A motion made by Dr. Fuerstenau and seconded by Mr. Shackelford to approve the June 23, 2021 minutes. Roll Call Vote. Theilen, yes; Fuerstenau, yes; Shackelford, yes. Motion carried 3-0.

Mrs. Armour reported that the anticipated FY22 Costs were updated based upon the final FY21 costs and reduced FY22 contracts as reflected in the approved budget resulting in very little change of approximately a \$1000 reduction. The estimated Rent/Lease was increased from \$2,000.00 a month to \$2,500 a month since it was noted at the June meeting that \$24,000 per year was likely low.

Mrs. Armour reported that yesterday she received the building inspection from Mr. Powell. She sent out later in the day a building cost sheet to all of you and a copy of the maintenance repairs needed to the building. Mrs. Armour believes that six of the repair items can be completed by our part-time custodian. We need to have discussion on what the priorities are and do want or not want to make these repairs. Mr. Hopper reported that the roof re-shingling on one of his district building was a total of \$91,000.00. Mrs. Armour reported that Mr. Butler noted that shingles can be placed on top of the current roof since there is only one layer on the roof. Mr. Hopper has concerns that the estimate is low and believes this cost may cover the material and not the labor. She agreed it was likely Mr. Butler estimated that cost for only materials since the district does a lot of work utilizing their employees. Mrs. Armour plans to focus on a few of the lower cost issues for this year due to the fact we only have \$1,000.00 budget for the FY22 year. One of the issues is a rock went through a window and she reminded the board that every office has an individual heating and cooling system. With winter coming up, we usually have at least on unit that will not start which will be a small expense. She noted that we do have some larger expenses coming up in the next three to 5 years. Mr. Hopper reported that the Panhandle District has hired one of Lebeck's employees and down the road we may be able to utilize him to make repairs to our heating and cooling systems. Mrs. Armour feels it would be a great idea to be able to share some resources from the districts as this would be more economical. At this time we have five hours of custodial services budget per week. Mrs. Armour and her husband have been coming to the office on weekends and evenings to make repairs needed in order to keep cost down.

Mrs. Armour reported that we need to decide if there needs to be consideration of additional information needed and/or action on recommendations to the executive committee. Mr. Hopper believes that we will need to have the roof looked at next fiscal year. Mrs. Armour reported that about a month ago she received an email about some type of maintenance grant. Mr. Hopper believes that has something to do with the Health/Life Safety grant and does not believe we would qualify for that. Dr. Fuerstenau asked if it is possible that some of the damage to the roof is from past storms. Mr. Theilen feels that it may be

worth looking into. Mrs. Armour reported that the roof was replaced about 10 to 12 years ago. Mrs. Armour reported that we will need to get the 6ft extension for the downspouts replaced this year.

Executive Session:

None

Adjournment:

A motion made by Mr. Theilen and seconded by Mr. Shackelford to adjourn the meeting at 9:47 a.m. Roll Call Vote. Shackelford, yes; Hopper, yes; Fuerstenau, yes; Theilen, yes. Motion Carried 4-0

Submitted by: Vickie Throne

Repair/Maintenance List (from 6/2020 inspection)	Yearly	Twice Yearly	Complete During	Assigned to Steve	Note/Update	Improvement \$ Estimate
Roof						
Roof re-shingled			2022-2024			\$15,000-\$18,000 (mat. only)
Roof-Sweep under over hangs	X		X Done	9/14/2021		
Roof-Caulk penetrations	X		FY22 or FY23			
Roof-Clean Gutters		X	X Done	9/14/2021		
Exterior						
Replace downspouts to extend 6 ft. (23)			FY22		est. in progress	
Fill holes; Re-grade north side						
Repair frame or brick mold rot						
Replace two exterior doors			FY22 or FY23		est. in progress	
Replace southeast corner window			FY22	9/14/2021	est. in progress- RP Lumber	
Replace cloudy double pane window 1 side light						
Recaulk windows, doors, insulation board			FY22			
Replace water chuck on outside faucet						
Furnace Rooms/Condensing Units						
Replace furnance room doors (2-SH, BF)			FY22 or FY23		est. in progress	
Wash coils	X		X Done	9/14/2021		
Clean floors and drains	X			9/14/2021	in progress - Steve	
Extend TPR valve pipe to floor- 1 water heater						
Electrical						
Replace covers on GFCI outside outlets (2)			X Done	9/14/2021		
Repair outside GFCI outlets (?)						
Replace missing interior outlet/switch covers			X Done	9/14/2021		
Replace ballasts and bulbs on NE side (if renting)						
Interior						
Repair two stools and bathtub (?)						
Adjust/replace door handles; repair latches (3)			FY22		est. in progress	
Repair/replace damaged floor tiles (RR)						

<u>MSSE Building Costs</u>				
<u>Building Expense</u>	<u>FY22 Yearly Cost</u>		<u>Projected Yearly Cost (Stand Alone-Rent)</u>	<u>Projected Yearly Cost (District Facility)</u>
Electric/Gas	\$ 8,000.00		\$ 8,000.00	\$ -
Water	\$ 420.00		\$ 420.00	\$ -
Trash	\$ 804.00		\$ 804.00	\$ -
Cleaning/Maintenance	\$ 3,300.00		\$ 3,300.00	\$ -
Exterminating	\$ 380.00		\$ -	\$ -
Asbestos (inspection, designated person, training; FY23 \$350)	\$ 835.00		\$ -	\$ -
Snow removal/mowing	\$ 3,000.00		\$ -	\$ -
Repairs/Upkeep	\$ 1,000.00		\$ 1,000.00	\$ -
Telephones	\$ 3,600.00		\$ 3,600.00	\$ 3,600.00
Copier (\$2400 for FY23)	\$ 5,604.00		\$ 5,604.00	\$ 5,604.00
IT Support	\$ 38,160.00		\$ 38,160.00	\$ 38,160.00
Internet	\$ 2,640.00		\$ 2,640.00	\$ -
Security/Fire System	\$ 950.00		\$ 950.00	\$ -
Rent/Lease (est. \$2500/mo. may be low)	\$ -		\$ 30,000.00	\$ 30,000.00
	\$ 68,693.00		\$ 94,478.00	\$ 77,364.00
<u>Office Space / Storage Needed</u>				
<u>Office</u>	<u>12 Employees</u>		<u>Storage Needed</u>	
Business Office	2		X	
Director	1			
Assistant Director	1			
Executive Secretary	1		X	
Clerical - Student	2			
Program Coordinator	2			
Teacher of Deaf/Hearing Impaired	2		X	
Teacher of Visually Impaired	1		X	
Therapies (OT/PT)	0		X	
Transition Specialist/STEP	0		X	