

DUBUQUE COMMUNITY SCHOOL DISTRICT  
Facilities/Support Services Committee

BOARD COMMITTEE MINUTES

This form is used by all multimember committees established by the Board of Education. Before any meeting is held, be sure you have met the requirements of Chapter 1037 Laws of the 67<sup>th</sup> G.A., 1978 Session, Official Meetings Open to Public.

- I. Complete the Following Before Starting the Meeting
- A. Date agenda was posted for meeting: December 1, 2023
  - B. Date media were emailed agenda: December 1, 2023
  - C. Media who were emailed an agenda: Telegraph Herald; Des Moines Register; KWWL; KCRG; KGAN; Radio Dubuque; Townsquare Media Group; and Chamber of Commerce.
  - D. Board Committee: **Facilities/Support Services Committee**
  - E. Date and Time of Meeting: December 4, 2023 - 4:00 p.m.
  - F. Place of Meeting: The Forum
  - G. Attach agenda to this form. Verify that a copy of the agenda has been filed with the Secretary of the Board and the Administrator holding the Committee meeting.

If any of the above data does not comply with the open meeting law, do not begin the meeting.

Board Members present: Katie Jones (via phone), Jim Prochaska, Tami Ryan, Kate Parks, Nancy Bradley (arrived at 4:12) and Lisa Wittman. District representatives present: Rob Powers, Amy Hawkins, Sarah Pfab, Kevin Kelleher, Lisa Demmer, Mike Cyze and Rick Till.

Jim Prochaska called the meeting to order at 4:00 p.m.

Agenda for December 4, 2023

The agenda was approved as submitted.

Purchase Professional Service Contracts

No contracts to review this month.

Comprehensive Annual Financial Report

Mike Kircher, of Kircher & Associates, gave his annual report regarding the district's audit. In their opinion, the financial statements were presented fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year ended in accordance with US generally accepted accounting principles. In short, he gave an unmodified (clean) opinion (no substantial findings). Mr. Kelleher thanked Rick Till and Sarah Pfab for their hard work in preparing this document. Board 12.11.23

Update on Current District Projects

**Senior High School Additions Renovations Phase 2**

Ken Johnson from Straka-Johnson stated that the project is 91 percent complete, on budget and largely on schedule. Completion date on track for November 2024. By January 1, 2024, some of the areas will be turned over as work is completed.

**Eisenhower Elementary School Mechanical System Replacement**

Nick Rettenberger, Origin Design, updated the committee on the Eisenhower mechanical replacement system. Finishing up the conduit with the bulk of project will be finished over the holiday break. Final documents are to be presented in February.

**Sageville Elementary School Solar Project**

Ken Johnson updated the committee. Construction is complete and Iowa Solar Pros are waiting on Alliant Energy to come and connect the solar array. Johnson hopes that over the holiday break they are able to transition over to solar.

**Lincoln Elementary School Outdoor Wellness Project**

Rob Powers, Buildings and Grounds Manager, updated the committee on the Outdoor Wellness Project. Bids are due on December 12<sup>th</sup> with a public hearing on January 2, 2024, immediately following

the conclusion of the Facilities and Support Services committee meeting.

### **Senior Dalzell Field Scoreboard Replacement**

Nick Rettenberger updated the committee on the replacement of existing video display and electronic scoreboard at Dalzell Field. Scoreboard has been delivered. Weather permitting, demo work and new framing will be installed the week of December 11<sup>th</sup>.

### **Preschool Renovations Project**

Ken Johnson updated the committee on the Preschool Renovations Project. Johnson reviewed minutes and bid tabulation reports from the public bid opening from November 9, 2023. Five contractors bid and Sheets General Construction gave the lowest bid. Public Hearing will be held on Monday, December 4, 2023, at 4:30 or immediately following the Facilities/Support Services Committee Meeting. Contract will be awarded subject to date of ownership. Powers recommended to reject bids for kitchen equipment because of an incomplete bid received at the bid opening. Board 12.11.23

### **Jefferson Public Utility Easement Purchase**

Reviewed purchase agreement with the City of Dubuque. Board 12.11.23

### **Audubon Playground Replacement**

Rob Powers with Andrew McCready of FEH Design updated the committee on the Audubon Elementary Playground Replacement project. McCready reviewed proposed plans, specifications, form of contract, and estimated cost of the replacement of the Audubon Elementary playground. February 5, 2024, is set for a public hearing and bids will be due on January 9, 2024. Construction to begin in June or July and be substantially complete in mid-September. Board 12.11.23

### Cenergistic Update

Josh Pociask worked on audits over the Thanksgiving break and Marshall Elementary was the winner of the energy saving contest. Pociask awarded the Energy Star certificate to twelve district school building including Audubon, Carver, Eisenhower, Irving, Kennedy, Marshall, Prescott, Sageville, Table Mound, Senior, and Roosevelt. Certification is earned by following strict performance standards. This is the 2<sup>nd</sup> year the EPA has recognized these twelve buildings. Kevin Kelleher thanked Cenergistic for their work for the district.

### Investment Quotes

Kevin Kelleher reviewed the investment quote results for 6-month investments. Du Trac Community Credit Union bid the highest interest rate at 5.61% for a twelve-million-dollar investment.

### Other Items

Kevin Kelleher mentioned to the committee that they will need to approve the resolution to authorize the district's administration to submit a request to the School Budget Review Committee in the amount of \$309,094.00 (or as determined by the Iowa Department of Education following DE audit review) for Modified Supplemental Amount for open enrolled out students not included in the district's previous year's certified enrollment count. Board 12.11.23.

Kelleher recommended approving the Resolution to authorize the district's administration to submit a request to the School Budget Review Committee in the amount of \$179,651.00 (or as determined by the Iowa Department of Education following DE audit review) for Modified Supplemental Amount for providing an English Language Learner program for students who have exceeded five years of weighted funding that are included in Fall 2023 certified enrollment headcount. Board 12.11.23

Kelleher also recommended that the Board adopt resolutions to void bids from Victory Ford dated November 2022, for two 2023 two-wheel drive trucks and Mike Finnin Ford for four transit passenger vans. Board 12.11.23

Lastly, Kelleher announced to the committee that he will retire in December 2024.

The next meeting was scheduled for Tuesday, January 2, 2024.

The meeting adjourned at 4:55 p.m.

Carolyn Mauss, Secretary  
Board of Education