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# Oswego Community Unit School District 308

SERVING ALL OR PARTS OF THE COMMUNITIES OF  
AURORA, JOLIET, MONTGOMERY, OSWEGO, PLAINFIELD AND YORKVILLE

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## Finance and Facilities Advisory Committee Minutes

District Administration Center

4175 Route 71, Oswego

(Enter through door #2)

Room# 61

Tuesday, January 18, 2022

6:00 p.m. – 7:30 p.m.

### I. Roll call

*The sign in sheet was used in place of an official roll call. Meeting called to order at 6:05 pm.*

Members in Attendance: Rob Allison, Kenneth Blue, Michael Campagnolo, Jamie Diaz, Brent Lightfoot, Kaila Mugford Dr. John Petzke and Chief Financial Officer, Lauri Doyle Board Member Co-Chair

Members Absent: Robert Eberhardt, Terry Gotchie, Marcus Lewis, Bill Mueller, Erika Sieh, Eugene Gatewood Board Member Co-Chair

Guests: Charli Johnsos Kluber Architects + Engineers and Clayton Haldeman Kluber Architects + Engineers

Recording Secretary: Dr. John Petzke

### II. Welcome and Introductions

Rob Allison introduced Charli Johnsos and Clayton Haldeman from Kluber Architects + Engineers. They are currently helping in the development of the Envision 308 plan.

### III. Approval of Minutes from Finance and Facilities meeting on November 8, 2021

A motion was made by Mrs. Lauri Doyle, second by Mr. Brent Lightfoot, to approve the Finance and Facility minutes from November 8, 2021. All members in attendance were in favor.

## IV. Envision 308 Update

Robert Allison started with the [Envision 308 Update](#). He discussed the Focus groups, which consisted of building administrators and building engineers for a round table of discussions. The aerial view of the buildings, site maps and building layouts were provided to help with the discussions. From the Focus group meetings, minutes were developed which captured all the data that was collected from the focus groups along with the Deferred Maintenance Improvement plan 2020. In order to develop a comprehensive maintenance plan you need to know the life cycle of the equipment. Per Charli Johnsos, the original plan was a 5-year window, this new plan is a 10-year window and that is why life cycle is crucial.

Rob Allison stated that we are making changes from the 2020 plan. We changed the Priority by Time to the following Types:

**MC = Mission Critical (Fund 60)** – This is something that can close a building or interrupt the education process.

**AM = Annual Maintenance (Fund 20)** – examples, painting, seal coating – onetime cost and then maintain within a 10 year window. There will be multiple entries for an item on the spreadsheet throughout the 10-year window for annual maintenance. Annual costs for maintenance may go up due to inflation that is why it is reviewed annually.

Kaila Mugford asked if there is anything that is MC that should also be AM? Per Clayton Haldeman, you have replacement, which is MC, but over the year, there is maintenance. Both the replacement and maintenance is built into the cost. This is a living breathing document that will continue to change.

Lauri Doyle asked why is AM and single time maintenance not separated out. Clayton Haldeman stated we were driven by what they heard at the pervious Finance and Facility meeting. If there is a decision by the district to breakout the AM, we can but it will take more time and money. We still need to meet with the A Team to finalize the priority of projects since this is a working document.

Per Dr. Petzke – look at the fund sources. Fund 60 big projects, Fund 20 annual/maintenance and DSEB is for improvements.

**AI = Annual Improvements (DSEB)** – Something that they currently do not have but want or an improvement to something they currently have.

Next, Rob Allsion presented the summary sheets for each building with the following information: Complete vs. Incomplete, Funding Source and Type Category

Next steps are to meet with the A Team and continue to update the deferred maintenance plan. The A Team Members consist of: Steve Weaver (Groundskeeper), Eric Sharp (Maintenance Technician), Terry Gotchie (Executive Assistant), Dr. Petzke (CFO), Clayton Haldeman (Kluber), Eric Simon (Asst. Director Maintenance), Charli Johnsos (Kluber), Ondre Schoensee (Union Rep and Maintenance), Frank Ronkovitz (Preventative Maintenance) and Paola Lares Luna (Maintenance Executive Assistant) . After the A Team updates the deferred maintenance plan, Dr. Petzke and Rob Allison will be meeting with the Principals to discuss their individual school projects.

Lauri Doyle asked who is responsible for determining MC? Per Rob Allison, it is subjective. If it is something that will close a school, that is considered MC. He will be the one to determine the final MC.

Charli Johnsos stated that each project would be given a number that will appear on the spreadsheet. When a project number is assigned that means bids are being gathered and information will soon be presented to the Board of Education (BOE).

Kaila Mugford asked if the funds have set dollar amounts. Dr. Petzke stated that he has already levied for funds 60 and 20 for next year. The DSEB is on the ballot to vote at the BOE on January 24, 2022.

Lauri Doyle asked how costs for projects were determined. Clayton Haldeman stated that it is a carryover from the 2020 plan with inflation built in. The costs were determined from previous incurred costs, district vendors, etc. Once we start to proceed with MC projects, bids will be gathered and evaluated.

Lauri Doyle asked, when is the plan expected to be completed? Per Charli Johnsos, the first pass of the plan should be complete by the next Finance and Facility meeting. Per Clayton Haldeman, the A Team will be meeting at the end of the month. With the sheer number of items the district wants to include, it will continue to evolve.

Lauri Doyle asked if anyone has agenda items for the next meeting. Jamie Diaz asked for an update on the Esser Funds.

Lauri Doyle would like the next the Finance and Facility meeting to be held at the Maintenance Building. It was recommending that the remaining meetings be held at different school locations where Rob Allison can point out MC items that need attention so committee members can get a real feel for the work that needs to be completed.

Dr. Petzke will be sending out another survey for committee members to provide feedback on the meeting and identify agenda items for the next meeting.

## V. Public Comment (3 minutes each)

*There was nobody present for public comment*

## VI. Adjournment *A motion was made by Lauri Doyle to adjourn, second by Kenneth Blue; all present were in favor to adjourn. Meeting was adjourned at 7:25p.m.*