



*Respectful, Responsible, Safe & Prepared*

## **BUILDING AND GROUNDS COMMITTEE MEETING MINUTES**

**June 6, 2023 – 5:30 p.m.**

**Waupaca High School Community Room and [Live Stream](#)**

### **Welcome and Call to Order:**

The meeting was called to order by Committee Chairperson Steve Klismet at 5:30 p.m.

### **Roll Call:**

Present in the WHS Community Room: All members of the Building and Grounds Committee were present (Steve Klismet, Dale Feldt, and Bob Adams). Additionally, Board members Betty Manion and Lori Chesnut were present.

### **Also Present:**

Present in the WHS Community Room: Ron Saari, Carl Hayek, Matt Vassar, Michael Werbowsky, District Civil Engineer Consultant Bob Brest, John Kneer of Rettler Corporation, and Andre Waichulaitis.

### **Approval of Agenda:**

A motion was made by Dale Feldt and seconded by Bob Adams to approve the agenda as presented. The motion carried unanimously on a voice vote.

### **Review of Board Meeting Norms:**

The Board reviewed their collective commitments.

### **WHS Parking Lot Safety Renovation Update:**

Director of Business Services Carl Hayek advised that the current WHS parking lot arrangement does not fit into our Single Point of Entry Project, its current layout is not safe, and it has reached its life expectancy. The needed safety upgrades are not part of the November 2022 referendum but instead will be funded through the District's Capital Projects Funds, and it makes sense to address the safety of the WHS parking lot now.

Mr. Hayek further advised that because the District has worked with John Kneer of Rettler Corporation previously on other projects, the District sought his expert advice. The District's administrative team met with Mr. Kneer and solidified a parking lot safety design that ensures safe traffic flow patterns separating parent drop-off/pick-up of their students from general student parking, separate parking for staff, and a segregated bus student drop-off/pick-up, along with wider roadway turn lanes including a right-hand turn only lane (pending DOT approval).

Mr. John Kneer reviewed in detail the safety improvements for the WHS parking lot, including the layout design and drive circulation. The same two main points of entry to the site will continue. There will be drive aprons at the controlled intersection points, and the east drive into the parking lot shifts slightly north so that the driveway is centered with the lot. Most of what they are doing is pulverizing and reusing the material. Favorable bids have been received for the concrete and asphalt as well as the repaving and expansion of both roadways, bringing the total project cost to \$702,660 (within budget).

Mr. Kneer further explained that the parking lot safety configuration was designed to accommodate four main users – students, staff, parents/visitors, and buses. The new parking area allows us to pick up an additional 100 parking spaces, and there will be three-foot walk isles between student parking lanes. In addition, parents are directed far south and go to the drop-off island where there is a paved, curbed sidewalk to the school. Parents then proceed out past the staff parking lot and stop and take a right to the exit. Buses will continue to have their normal parking pattern. There will be one dedicated drive in and out for students, so students will not have any interaction with staff, buses, or parents.

Discussion ensued regarding some specific concerns the Committee had, including perpendicular parking versus angled parking, snow removal, and needing DOT approval for the right turn lanes at both exits.

In response to a request that speed bumps be installed in the student parking lot, Mr. Kneer strongly advised against it for several reasons, including the need to have clear access for EMS and response so we do not want any barriers. In addition, there is quite a bit of traffic control in the new design to control speeds in and out, and we have eliminated the parent/student traffic conflict. Thirdly, he would advise against it due to maintenance concerns and potential damage to equipment such as snowplows, which then damages the lot and the investment.

#### **Construction Referendum Update:**

Mr. Hayek provided an update on the referendum construction project, which included a meeting he had with five PRA architects, Building and Grounds Supervisor Matt Vassar, and District Civil Engineer Consultant Bob Breest to solidify the comprehensive bid package to be sent out to 12 reputable, industry proven construction contractors. In the end, the District received three bids and Miron Construction was awarded the referendum construction contract for the entire scope of work for this project (and we are underbid).

Mr. Hayek further advised that Mr. Breest is our assigned point person and liaison between Miron Construction and Administration. Mr. Breest has already met with Miron representatives including the project manager, as well as others who will be doing the metal frames and hardware. Miron will have one construction superintendent for all four schools who is very well versed. Earlier today they went to every building to review demolition and construction as well as reviewing, roughly, what will happen. The subcontractors are submitting their bids and Miron is still working with their subs so that nothing is missed. The subcontractors have to make their presentations of what they are providing so we are ensured that everything is per our plan and per the specifications. Mr. Breest continues to work to ensure that everyone is on the same page.

There was some discussion by the Committee as to whether liquidated damages could be imposed if Miron Construction did not meet our timeline. However, Mr. Breest advised against it because then we would need to offer incentives if they finished early.

Mr. Hayek advised that the project should be mostly completed by September 1; however, we may not get some items until November, and the WLC project may not be completed until December.

#### **Adjournment:**

A motion was made by Dale Feldt and seconded by Bob Adams to adjourn the meeting at 6:19 p.m. The motion carried unanimously on a voice vote.