



Maintenance Planning Committee Meeting Minutes

Date: August 27, 2025, at 6:15 p.m.

Location: Stone Bank School Library

MEETING MINUTES

ATTENDANCE: Jason Hornby, Eric Schneider, Dan Arnold, Jim Tessmer, Lisa Bucheger, Jeff Allen, Nicole Brown

CALL TO ORDER - Jason Hornby called the meeting to order at 6:15 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC NOTICE REPORT - Posted at the front of the school, on the District website, and emailed to news media.

APPROVAL OF AGENDA - Jason Hornby motioned to approve the agenda. Eric Schneider seconded the motion.

DISCUSSION

- A. Stages of Landscape and Drainage Work to Complete
Jeff Allen distributed the breakdown from Groundkeepers. Review VJS files to check the type of drains; are they French drains? Focus on immediate needs around the building, particularly with downspouts. Adding an attachment on downspouts to move water away from the building and watching to see if it makes drainage worse in other areas. Decide to deliver top soil and mulch and spread ourselves, or have Groundkeepers deliver and spread? Board members questioned whether we should also do the stone? Seemed like members just wanted the extensions. The downspout by the gym needs to be fixed before extensions. \$971 requote but first make sure we can find the extensions in case we need to order through Groundkeepers.
- B. Generator Repair and Maintenance Agreement
Jeff contacted Dan Prill, who oversees the service agreement. There is a flat agreement for both generators. The generator that needs repair is for the cooler and freezer. The plan is to pay the service contract, repair the malfunctioning generator, and determine what each generator is serving. We also need to find out what maintenance activities are covered under the service contract. Is there a test cycle included? The cost to get both generators in good working condition is \$1,500, after which we can set up a maintenance plan.
- C. Johnson Controls Fire Panel Update
Jeff sent the board an email regarding the panel from Johnson Controls. They are waiting on people for shipping, and we are waiting on them. The panel is scheduled to be updated. The installation will not interrupt the students, allowing them to remain in the building. Annunciators will be installed next.



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D. Other Facility or Grounds Maintenance

Test results back, items removed, high-power dehumidifiers installed, surfaces cleaned. Problem from stagnant air and HVAC VAV units. The HVAC contract was signed after the last meeting.

Get back to looking at the plan for Capitol Improvement. Step one have Chase update the spreadsheet. Then come up with the next 3-5 years and get quotes.

Fob system upgrade.

ADJOURNMENT - Jason Hornby motioned to adjourn the meeting at 7:11 p.m.. Jim Tessmer seconded the motion, and the meeting adjourned.

Board Approved 8/27/25