

# **Northern Lights Building Company**

## **Meeting Minutes**

September 10, 2019

3:15pm

1) Board Chair, Vickie Kepler, called the meeting to order at 3:18pm.

Present: Mike M., Toby, Vickie, Gail, Dave, Ellen

Non-voting present: Mike H., Amy

2) Pledge of Allegiance

3) Agenda Approval: Mike M. made the motion to approve the agenda. Gail second. All approved.

4) Approval of minutes: June minutes were approved via email June 8<sup>th</sup>.

5) Financial Reports/Approval and Spot checks: Prior to the board meeting, spot checks were performed on the purchase orders, check register, and automatic withdrawals. Ellen made the motion to accept the financial report. Dave second. All approved.

6) Old business:

a) Update on Kootasca Grant: Vickie gave an update on the grant. A walk-thru was done by the State this summer. Everything was approved and we were given a good report. We had hoped to have the staff bathroom redone this summer to fix the plumbing/venting issues, however, there was a delay due to the many construction projects in Grand Rapids. At this point, we have \$3500 of remaining grant money thru Kootasca and \$36,000 of remaining In-kind. All the paperwork for the remaining projects is in and have been submitted to the State. The State is fine with us completing the projects after the grant end date.

After completion of the staff bathroom, if there is money left over, a paging system will be pursued. It is expected that the paging system will cost around \$3500.

b) Update on bathrooms: As Hawk Construction was unable to get the work on the staff bathroom done this summer, we will have Northern Air Plumbing & Heating replumb the bathroom. Chuck will do the construction work needed. It is planned to do the project during the October 14-18 NLCS break.

c) Update on parking lot sealant: Shane from RC Seal Coating gave a \$3800 bid for the sealing of the parking lot. The parking lot will need to be resealed at the beginning of summer to allow the proper sealing time. It was suggested to put the parking lot resealing in the budget every three years.

Update on ID Camera adjustment: There will need to be three new cameras installed as well as relocating two current cameras to alleviate blind spots. The cost for the work and cameras is \$5700.

In the discussing of building projects that are needed, the issue with the leaks in the atrium came

up. The warranty on the glass is gone as the company is no longer. Chuck has tried to find a glass or caulk that could be used to replace with no success. The main issues with the glass are leaking and clouding. Ellen suggested contacting Anderson Glass to see if they have any suggestions. Vickie will contact them. The other issue with the atrium is the leaking that we experienced this spring.

Any information that we receive regarding these projects will be communicated to the board via email and voted on electronically to keep projects moving.

7) New business:

- a) Policies: “Conflict of Interest”, Whistle Blower”, “Document Retention”, and “General Policy” policies have been written. Ellen made the motion to approve the new policies. Mike M. second. All approved. “Conflict of Interest” and “Whistle Blower” policies were signed by all board members present.
- b) Landscaping in front of school: The landscaping in front of the school has been an issue. During the summer it gets overgrown by weeds. It was decided to go with the lowest expense and easiest to maintain by making the whole area grass.
- c) NLBC Committee: The concept of a smaller committee to meet monthly was brought to the board. Dave said that this committee would be for specific tasks that need extra time or attention in between our quarterly board meetings. This committee would allow projects to keep moving as well as give Vickie board members to receive feedback from. Mike M. suggested each board member participate take a quarter. The motion was made by Mike M. to have a subcommittee that would meet as necessary. Gail second. All approved.

October – December: Ellen, Mike

January – March: Gail,

April – June:

July – September:

- d) NLBC Christmas Dinner: The NLBC Christmas dinner will be December 17<sup>th</sup> after our board meeting to coordinate with NLCS’ board meeting being held the same day. Ellen will help arrange the dinner, discussing with the school cook and determining a budget.
- e) Building Manager: Much of the Building Manager’s contracted time for NLBC (20 hours/month) has been spent arriving to school thirty minutes prior to the school day to do a building check, making sure the furnaces are working and the building is ready for students. Chuck also comes to school 1-3 times a month when the fire/security alarm goes off. To help alleviate the problem of needing to arrive early so to ensure the furnaces are working, Mike M. suggested we contact Northern Air Heating & Plumbing to see if a sensor can be installed to notify the Building Manager when the temperatures drop below a certain level. With the fire/security alarm, the alarm is often a bad battery and can be deactivated remotely so Chuck wouldn’t need to come out.

The Building Manager contract and job description will be rewritten this fall to make sure the building manager’s time is being used to best advantage.

f) School lease: Mike H. and Vickie met to discuss the Memorandum of Understanding that had been discussed writing. There are many areas of the building that are often considered “gray”: who should pay for what between the Building Company and the School. In looking at the lease, there remains confusion. After discussion, the board felt that the lease should be rewritten, and a MoU put on hold. Mike H. will also be in contact with a resource from MDE who helps determine Lease Aid.

8) Grant Request from NLCS Band Trip request for 2020

a) Band Trip request for 2020: NLBC received a grant request from Don V. for \$1500 for a band trip in March. Due to all the building projects that have risen, Ellen made the motion that NLBC will match the funds raised by the band, up to \$750. Toby second. All approved.

b) Perfect Attendance: Aimee Love gave Vickie data prior to the meeting. The largest area of absences are seniors age 18+. The goal for daily attendance rate is 92% and last year the daily attendance rate was 85%. Aimee requested the Building Company offer a Senior lunch or money at graduation for seniors with no unexcused absences. As well, Aimee requested the Building Company pay for a pizza lunch, ice cream, or gift cards for perfect attendance. It was suggested that the incentives be directed more to parents and families. Mike M. made the motion to find an alternate way to give incentives. Ellen second. All approved.

9) Next meeting dates: December 17<sup>th</sup>, March 10<sup>th</sup>, June 9<sup>th</sup>

Motion to adjourn meeting made by Gail. Dave second. All approved.