

**Nativity Jesuit Academy
Facility Committee**

**November 18th, 2020
7:30 a.m.**

Mission Statement: Educating Youth for a Life of Christian Leadership and Service.

Attendees:	Jim Parks	Committee Chair	Berghammer Construction
	Dennis Pollard	COO	Froedtert Health
	Ric Miller	Partner	MC Group
	Tom Popalisky	President	Acoustech Supply
	Maureen Schuerman	President	NJA
	Jonathon Nowak	Director of Operations	NJA
	Josh Kraemer	Camp Director	NJA
	Jesus Torres	Director of Finance	NJA
	Chris Banach	Assistant Principal	NJA

Excused:

Agenda

1. Prayer
2. School update
 - a. Re-Opening Timeline
 - b. Criteria
 - c. Preventative maintenance
3. Capital improvements in Mercer
 - a. Bath house
 - b. Basketball court & volleyball court
 - c. Garage
 - d. Ignatius Exterior Repairs
 - e. Ignatius bathroom upgrades
 - f. Bike storage
4. ACA Camp Guidelines
5. Property for Sale – 1537 S 29th St
6. Lakeview Grant Opportunity
7. Next Meeting Date: Wednesday, February 17th @ 7:30am

Minutes:

- Scholarship Dinner 2020
 - Mr. Nowak provided an update to the group regarding scholarship dinner. Event was held virtually but had strong attendance and participation.
 - Mr. Nowak thanked Mr. Parks and Mr. Popalisky for their attendance and support.
 - The hope is for next year's event to be in-person.
- School Update
 - Mr. Nowak informed the group that the school is still in the virtual learning phase.
 - The current timeline is that students would not return until late January / early February
 - The Pandemic Planning Team is meeting on 11/18/20 to decide on the criteria used to determine when the school can transition to in-person learning. The school understand the transition needs to be speedy once the criteria is met.
 - Mr. Nowak shared that while the school was closed to in-person learning, there has been lots of preventative maintenance done. There is also been reduced utility costs and reduction of wear and tear on mechanical equipment.
- Capital improvements in Mercer
 - Bath house
 - 2 bedroom cabin has been demolished
 - Concrete site prep took place yesterday
 - Concrete slab should be poured by end of this week
 - Chad from Everest Custom homes is ready to begin building as soon as concrete is completed
 - Mr. Miller asked about building construction style. It will be stick framing due its small size
 - Once ECH is done with construction, septic work needs to be completed.
 - All work is scheduled to be completed by May
 - Basketball court & sand volleyball court
 - Site has been prepped for both
 - Sand for the volleyball court to be poured first
 - Concrete slab for basketball court expected to be poured by end of this week
 - Equipment has all been ordered and received. Will not be installed until spring
 - Mr. Parks said that as long as there is no frost in the ground, there is no concern with pouring the concrete now
 - Fortunate that weather has cooperated thus far
 - Garage
 - Concrete has been poured for the garage foundation
 - Pino buildings is constructing the garage
 - We have signed proposal with them and are in line for fabrication
 - Once it is fabricated, them come and install
 - Waiting to select colors with manufacturer
 - Should be completed by end of 2020

- Ignatius repairs
 - Contractor has gotten busy and likely will not do any siding work until August or September 2021.
 - This was expected and is not overly urgent
 - Still waiting for proposal for siding vs staining
 - Do still plan to have him do work on metal soffit and fascia cleanup.
 - Keeping him interested with other jobs such as counter and sinks in Ignatius.
 - ECH is not interested in this kind of project.
- Bike storage
 - Will be an “animal shelter” – 4 walls with one of them being a large opening
 - Old Hickory solutions is the manufacturer
 - Josh to check out the model next time he is in Minocqua or Eagle River
- American Camp Association Guidelines for Camp during COVID-19
 - Mr. Kraemer and Mr. Nowak are reviewing the guidelines
 - Most changes needed are related to cleaning and disinfection, PPE, social distancing, etc
 - No major infrastructure changes need to be made to camp at this time
 - School is fortunate in that this summer camp will be split between two sessions: 65 boys and 14 girls
 - This split will make social distancing easier
 - Mr. Kraemer has measured out all the camp spaces to determine social distancing options
 - Still working to figure out how to have meetings and share meals
 - ACA recommends that as many activities take place outside as possible
 - Mr. Kraemer will have a one page high-level summary for the Board at its December meeting
- Property for Sale – 1537 S 29th St
 - Mr. Nowak shared that a property immediately adjacent to the school parking lot has come for sale
 - By the time the school had discussed the opportunity and contacted a realtor, a primary offer had already been accepted
 - NJA submitted a secondary offer on November 17th
 - Secondary offer was \$142K, which is slightly higher than asking price.
 - Moving forward, NJA would like to be first in line when a property becomes for sale. What policies and procedures do we need in place to make this happen?
 - The school should consider drafting a policy that allows NJA to fast track making offers when adjacent property come for sale
 - Mr. Parks mentioned that the following should be considered in such a policy
 - Property should be immediately adjacent to school property
 - Do not want to buy properties that are not adjacent to the school because it could cause problems down the road
 - Determine the maximum price that can be offered without full Board approval

- Use this most recent home sale for reference
 - Establish a short timeline for executing end-use of the property
 - Do not want to hold on to vacant properties or be in the landlord business
 - Have a declared state of purpose for the property and plan to execute in a timely manner
- Mr. Pollard mentioned that any policy should also tie back to the former master plan that was discussed years ago
- Mr. Banach mentioned that the original plans called for the 2 homes adjacent to the school on 30th St. One of those homeowners wanted \$250k for them home
- Mr. Nowak stated that PRA had created an updated version of that master plan two years ago showing different options pending which properties became for sale
 - Any properties purchased are likely to just be demolished and turned to parking. While there are benefits to doing such, should consider other alternatives such as green space and play area.
- Mr. Miller suggested putting a legal team to make offers anonymously. Alternative is to be transparent and alert homeowners that we are interested willing to pay fair market value for homes moving forward
- Mr. Nowak said that school should discuss if the PRA plan is what we should use for the master strategy moving forward (plan was made by PRA six years ago and only given brief updates). Perspectives and needs may have changed since then. I.e. Consider adding more green space.
- Mr. Pollard asked if there is any value in reaching out to the local real estate agents in the area so that they know we are interested in these properties
- Mr. Nowak shared that current real estate agent is setting up MLS notifications but we can also alert other realtors
- Mr. Parks presented the idea of moving forward going directly to the adjacent properties and pitch doing a direct transaction to avoid brokerage fees. The school would pay for the appraisal and pay fair market value. By not using a broker the seller could cut costs 5-6%. This would be money directly in the seller's pocket.
- Mr. Popalisky stated that school should make sure that the city would be ok homes being converted to parking lots or other spaces before purchasing. Zoning and other factors may change over time.
- Mr. Torres said that him and Mr. Kitz are working to create a cash flow template that the school could use for quick decision making such as these opportunities in the future
- Mr. Miller left the meeting at 8:25am
- Lakeview Grant Opportunity
 - Mr. Nowak shared that the Lakeview foundation reached out to the school asking them to submit a proposal for capital improvements (approximately \$30k)
 - The school presented 3 options to the Lakeview:
 - Efficiency upgrade: LED lighting in the stairwells

- Phasing out of old equipment: Replace basement HVAC condensing unit
 - Safety & Security package – Adding cameras to 2nd and 3rd floor; upgrade intercom system; window well solutions; etc.
- Ms. Schuerman notified the group that Lakeview will let us know which proposal they would like us to submit by January. The grant will be awarded in March and funding would be received in June.
- Meeting was adjourned at 8:40am