



4000 Garden View Drive  
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## Wilton Public School Facility Assessment

**Date:** 4/9/2020

**Project:** Wilton Public School Facility Assessment

**Project Number:** 19-116

**Location:** Wilton, North Dakota

**Attendees:** Dylan Miller, Don Weible, Duane Johnson, Vicky Bender, Jess Oswald, Corey Krush, Lisa Jenkins, Jan Hansen, Lisa Klabunde, Kelly Bauer, Andrew Jordan, Jenna Kirchmeier, Kyle Kvamme, Kasey Allen, Lee Pierce, Jim Perras, Cassidy Ulmer, Mike Barsness

**Purpose:** Review Information Gathered Up Until This Point

**Reported By:** Kasey Allen

**Attachments:** None

### Discussion Items

1. Introductions
  - a. Consolidated Construction Company (CCC) – Construction Manager at Risk
    - i. Jim Perras
    - ii. Mike Barsness
    - iii. Cassidy Ulmer
2. Facility Assessment
  - a. The Initial Draft
    - i. ICON is working on finishing up the assessment of the existing facility and will also be receiving information from Prairie Engineering who has evaluated the Mechanical and Electrical systems
    - ii. The assessment includes staff and community input
    - iii. The assessment evaluates overall site and the site context
    - iv. The assessment determines what activities and programs take place at the school other than Pre-K – 12 education
    - v. The assessment evaluates the existing school building for code compliance issues (ADA, fire suppression, etc.) as well as energy efficiencies, HVAC systems, sprinkler systems, plumbing systems, etc.
  - b. Once facility assessment is complete, CCC will conduct a capital/deferred maintenance plan to determine items that are nearing the end of their useful lives as well as items that are in good condition
    - i. They will prioritize these items into immediate needs, 3 – 5-year needs, and long term (6 – 10-year) needs
3. Staff Interviews
  - a. Results/Common Themes
    - i. ICON emailed the results to the group
    - ii. The group is to take in the information and start thinking about its implications and potential solutions
4. Community Input
  - a. Results
    - i. ICON emailed the results to the group
    - ii. Similar to the staff input results, the group is to take in the information and start thinking about its implications and potential solutions

### Coordination / Action Items

1. Next Steps
  - a. ICON and Prairie Engineering to complete the facility assessment

- b. Deferred Maintenance Plan
  - i. CCC will complete once the facility assessment is done
    - 1. Tentatively 4 – 5 weeks out
- c. Tax Implications
  - i. ICON will work with financial consultants for Public Financial Management (PFM) to determine tax impact numbers so the committee can get an idea of how much potential projects may cost taxpayers
    - 1. They will determine the numbers for a \$1 million project on a \$100,000 house
- d. ICON will set up a microsite for all project information
- e. Committee members should start talking with friends, family, neighbors, etc. about the community input and staff input results and start discussing potential ideas and solutions
  - i. The goal is to have as much diverse input as possible

### **Milestone Dates**

List all dates / deadlines.

- Next Meeting
  - Talk through facility assessment and capital maintenance plan
  - Talk about tax implications
  - Potentially discuss possible solutions/ideas
  - ICON will send out meeting date and time Doodle poll in a couple weeks
    - Our next meeting will be late April/early May
- District-Wide Survey
  - If decided on, ideally, this would go out in mid-June
- Potential Vote
  - In order to levy taxes for next year, a vote would be the first week of October 2020



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## Wilton Public School Facility Assessment

**Date:** 4/30/2020

**Project:** Wilton Public School Facility Assessment

**Project Number:** 19-116

**Location:** Wilton, North Dakota

**Attendees:** Don Weible, Jan Hansen, Bruce Hansen, Andrew Jordan, Lisa Jenkins, Dylan Miller, Vicky Bender, Jenna Kirchmeier, Machaela Germann, Kyle Kvamme, Kasey Allen, Lee Pierce, Jim Perras, Mike Barsness, Jeremy Butman

**Purpose:** Review Facility Assessment, Discuss Updated Project Schedule

**Reported By:** Kasey Allen

**Attachments:** None

### Discussion Items

1. Updated Schedule
  - a. Better picture of the process and schedule moving forward
  - b. It can be adjusted; this is just a general overview to give an idea of where we are and where we are going
  - c. We are now in work session phase
    - i. Facility assessment
    - ii. Capital maintenance plan
    - iii. Brainstorm potential options and solutions based on the data
  - d. Community-wide survey based on the committees' options sent out about August
  - e. Updated schedule will be sent out to the group
  
2. Facility Assessment
  - a. This document will be public record. Will be on project website:
    - i. <https://www.designwithicon.com/wiltonk12>
  - b. It will also be sent out to the committee after this meeting
    - i. Read through it, understand it
  - c. Next meeting, we will start brainstorming potential solutions and options, so it is important the committee understands the information in the facility assessment
  
3. Project Website: <https://www.designwithicon.com/wiltonk12>
  - a. This is where project information and documents will live
    - i. Community input night results
    - ii. Staff interview results
    - iii. All meeting minutes from these committee meetings
    - iv. Facility assessment
    - v. Tax impact information and calculator
    - vi. Other project information and documents as necessary

### Coordination / Action Items

1. Next Steps
  - a. CCC Capital Maintenance Plan

## **Milestone Dates**

List all dates / deadlines.

- Next meeting: **Thursday, May 14<sup>th</sup> at 6 pm**
  - Will review capital maintenance plan from CCC and start brainstorming potential solutions/options for ICON to explore



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## Wilton Public School Facility Assessment

**Date:** 5/14/2020

**Project:** Wilton Public School Facility Assessment

**Project Number:** 19-116

**Location:** Wilton, North Dakota

**Attendees:** Jessica Oswald, Lisa Jenkins, Andrew Jordan, Corey Krush, Jenna Kirchmeier, Don Weible, Vicky Bender, Perry Smith, LeeAnn Domonosk-Kellar, Jan Hansen, Bruce Hansen, Machaela Germann, Duane Johnson, Kyle Kvamme, Lee Pierce, Kasey Allen, Mike Barsness, Jim Perras, Cassidy Ulmer

**Purpose:** Review Capital Maintenance Plan, Space Inventory, Discuss/Brainstorm Potential Solutions for ICON to Explore

**Reported By:** Kasey Allen

**Attachments:**

### Discussion Items

1. Capital Maintenance Plan: Consolidated Construction Company
  - a. Process and Goal
    - i. Evaluate the condition of the existing facility
    - ii. Read through fire marshal reports, the facility assessment document, asbestos reports, and other historical records
    - iii. Determine expected useful lives of items in the facility
    - iv. Prevent any costly emergency repairs
  - b. Purpose
    - i. Planning yearly expenditures – prioritize funding
    - ii. Identify issues with educational needs
  - c. Different Timeline Categories
    - i. 0 – 2 years: critical (limited by currently available funding)
      1. Facility needs impacting education
      2. Life safety
      3. Environmental: fresh air, comfort, hazardous materials
      4. Prevention of more costly future repairs
    - ii. 2 – 5 years
      1. Expected to become critical during this time
      2. Justifiable paybacks: energy savings, operational efficiencies
      3. Regular material replacements
    - iii. 6 – 10 years
      1. Expected to become critical during this time
      2. Longer lifespan items
      3. Regular material replacements
      4. Code recommendations, likely required by extensive renovation
  - d. Notes
    - i. Wilton Public School has been very well taken care of and maintained and is in good condition overall
  - e. The Report
    - i. The report breaks items into different categories
      1. Building repairs and maintenance – doors, roofing, flooring, asbestos, etc.
      2. Handicap Accessibility – ADA Code Compliance
      3. Exit and Egress
      4. Plumbing

5. HVAC
  6. Electrical
  7. Site
2. Space Inventory Spreadsheet – Wilton Administration
    - a. ICON has sent this to Andrew for him and his administration to fill out to help determine space needs within the school
    - b. Will help with the process moving forward
  3. Potential Solutions to Explore
    - a. A brand-new school built on a new site
    - b. Additional classrooms – 6, minimum
    - c. Additional gymnasium off site
    - d. Whole new high school with its own gymnasium
      - i. Existing high school becomes elementary classrooms
      - ii. Replace high school with a new gymnasium and replace existing high school
  4. Comments/Other Ideas
    - a. More Vo-Ag space/equipment, etc.
    - b. More post-high school readiness spaces
    - c. Renovated/larger weight room or community fitness space
    - d. Look at the space in High School hallway/ramp
    - e. Look at the space if we were to move the garage to a different spot on the site
    - f. Additional cafeteria space
    - g. Explore collaboration space
    - h. Explore a board room
    - i. Another principal's office
  5. Notes
    - a. Current classrooms are already smaller than DPI recommendations and the school is also short classrooms
      - i. Look at renovating existing classrooms
    - b. Enrollment to be planning for: 300 – 310 students

### **Coordination / Action Items**

1. Next Steps
  - a. ICON to update space inventory needs with Administration
  - b. ICON to work on potential solutions discussed

### **Milestone Dates**

List all dates / deadlines.

- Next meeting in 2 – 3 weeks
  - ICON will be in touch with the group



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## Wilton Public School Potential Building Project

**Date:** 6/10/2020

**Project:** Wilton Public School Potential Building Project

**Project Number:** 19-116

**Location:** Wilton, ND

**Attendees:** Don Weible, Lisa Jenkins, Andrew Jordan, Vicky Bender, LeeAnn Domonosk – Kellar, Duane Johnson, Jan Hansen, Dylan Miller, Jessica Oswald, Perry Smith, Kasey Allen, Kyle Kvamme, Todd Mitzel, Jim Perras

**Purpose:** Present and Discuss Potential Solutions and their Preliminary Cost Estimates

**Reported By:** Kasey Allen

**Attachments:**

### Discussion Items

1. What Have You Been Hearing in The Community?
  - a. "If you're going to do anything, do it right"
  
2. Potential Solutions That Were Explored: ICON
  - a. Keep in mind, the initial options rarely end up being the final option
    - i. Typically take some bits and pieces from different options
    - ii. We are not recommending any of these options as is
      1. We expect them to be refined, this is just a starting point
  - b. Option A: New K-12 School on a New Site**
    - i. 103,563 s.f.
    - ii. Would not use much from the existing school building, except for potentially the gymnasium
  - c. Option B: Addition and Some Renovation**
    - i. Take Care of the Needs of the Current Site
    - ii. Would fit into the existing school footprint for the most part
    - iii. Would be a little bit less square footage
      1. Smaller classrooms
      2. Fewer corridors, etc.
    - iv. Programming is based on what the school expects to need
    - v. This is thought to be the complete solution except:
      1. Parking and playground get eaten up
    - vi. New Additions
      1. Additional Classrooms
        - a. 12,548 s.f.
      2. Practice Gym and Training
        - a. 12,496 s.f.
      3. Kitchen
        - a. 2,810 s.f.
      4. Cafeteria
        - a. 3,550 s.f.
      5. Vo-Ag Addition
        - a. 5,680 s.f.
      6. Administration Space
        - a. 1,225 s.f.

- vii. Renovations
  - 1. Major: 20,438 s.f.
    - a. Make it feel like a new space, address educational needs
  - 2. Moderate: 6,462 s.f.
    - a. Somewhat of a new feel, finish upgrades, address educational needs
  - 3. Minor: 11,995
    - a. Mostly cosmetic and finish upgrades, does not address educational needs
- viii. Question: is this all one story?
  - 1. Yes, we avoided going up because of cost and logistics issues
    - a. Cannot occupy building when construction is going on above, so would need to provide temporary classrooms
    - b. The existing building was not constructed to be able to build-up

**d. Option C: New Off-Site Gymnasium**

- i. 19,610 s.f.
- ii. 7,000 s.f. gym
- iii. Wellness classroom
- iv. 4 locker rooms
- v. 40 parking spaces – could increase

**e. Option D: New High School with a Gym on New Site**

- i. 68,217 s.f.
- ii. Would require some duplication of spaces – potentially resulting in decreased efficiencies
  - 1. Kitchen/cafeteria
  - 2. Library, etc.
- iii. Similar size gym as existing
- iv. The other half of this option would be to then renovate the existing high school to be used for elementary use
  - 1. Major Renovations: 15,149 s.f.
  - 2. Moderate Renovations: 0 s.f.
  - 3. Minor Renovations: 20,026 s.f.
  - 4. New Additions: 2,100 s.f.
    - a. Admin and infill space
- v. Could do all, some, or none of this
- vi. Would discuss best reuse options

**f. Option E: New Elementary School on a New Site – Planned for Adding a New High School in the Future**

- i. 56,740 s.f.
  - 1. A little bit less square footage than building a new high school making it slightly less expensive
  - 2. Question: which grades would be housed here?
    - a. Currently, it is programmed for Pre-K – 6<sup>th</sup> grade
  - 3. Question: does this option include a gym?
    - a. Yes, current gymnasium size
      - i. Still would not allow for two full-sized basketball courts

**g. Question: What do Districts typically do with existing buildings when they choose to build a whole new school?**

- i. There Are a Variety of Options, But Typically, One of Three Things Happens
  - 1. Reuse
    - a. Try to sell to a developer
    - b. Sell to private owners
    - c. Use by the City, daycares, etc.



- d. Businesses sometimes takeover
  - 2. In Some Cases, Not Much Happens and the Building Can Become an Eyesore in the Community
    - a. Would look at demolition options
    - b. Sell the land, etc.
  - 3. Save Some Parts and Get Rid of Others
- 3. Preliminary Cost Estimates Of Each Option: Consolidated Construction Company
  - a. Based on recent data and project costs from Beulah and Mandan School Districts
  - b. We expect these numbers to change once priorities are defined by the committee
  - c. Factors of the Estimates
    - i. Construction Year
    - ii. Square Footage
    - iii. Sitework
    - iv. New Construction
    - v. Renovations
    - vi. Code/Capital Maintenance
      - 1. Assuming a new fire sprinkler and fire alarm system in the whole building
    - vii. Existing Building Demolition
    - viii. Contingencies
- 4. Committee Options To Explore
  - a. A New High School on a new site with minimal renovations to the existing building
  - b. A New High School on a new site with a larger gymnasium able to run two games cross court and minimal renovations to the existing building
  - c. Option B – Addition and Renovations – Revised
    - i. Expanded parking options
    - ii. Playground detailed on the plan
- 5. Additional Notes
  - a. The School's Taxable Valuation is \$12,734,295
  - b. Currently, the School's Debt Limit is 5% or **\$9,431,199**
    - i. If a project were to go out to vote that costs more than that, the School would need to put a second question on the ballot asking to increase the debt limit to 10% or **\$18,862,398**
      - 1. Does not give the School authority to spend more money, it simply gives the School permission to ask to spend more money
  - c. Tax Impact
    - i. For every \$1 million of a project:
      - 1. Residential Tax Impact (\$100,000 home): \$24.28/month
      - 2. Commercial Tax Impact: \$26.97/month
      - 3. Agricultural Tax Impact: \$0.13/acre/month
- 6. Discussion
  - a. With separate sites, may be additional costs with doubling up staff
    - i. Kitchen staff
    - ii. Librarian
    - iii. Administration
  - b. Could we cut square footage from the gym on option E?

- i. We have it larger, to begin with to plan for the future as the high school would probably eventually move to that site
  - ii. The School also wants to be able to host tournaments/events in the gym
- c. Should keep the gym larger – go big or go home
  - i. Question from ICON: what is a “big gym” in your minds?
    - 1. 800 – 900 capacity
    - 2. Current: 675 capacity
- d. Stop putting band-aids on things – plan for the future
- e. A new school would draw people into town
  - i. People moving North from Bismarck/Mandan
- f. Parking must be addressed
- g. “Do it right, or don’t do it at all”
- h. Need to think of the big picture – “go big or go home”
- i. Whatever is brought to the community needs to be very clearly spelled out and broken down so everyone can understand the needs and the plan
- j. Another item to consider
  - i. Neighboring Districts may be closing their schools and consolidating with Wilton
    - 1. More tax revenue
    - 2. But would also need more space in the school
- k. Typically, designing and building to the max capacity makes it more difficult to get the community on board as tax impact may be a hard pill to swallow
  - i. Would need a lot of community education and communication
  - ii. The community would need to be bought in
  - iii. This is where the District-wide survey comes in
    - 1. Test the community’s tax tolerance and support of different project options
- l. Question: can the City do a sales tax increase to fund a School building project?
  - i. No, cannot do that anymore

**Coordination / Action Items**

- 1. ICON to get tax impact calculator sent out to the group
- 2. ICON and CCC to explore the options discussed and their cost estimates

**Milestone Dates**

List all dates/deadlines.

- Next Meeting: ICON will reach out regarding our next meeting day and time