

**Central Services Committee  
Meeting Minutes  
Conference Call  
June 2, 2016, 9:00 a.m.**

**0.0 Call to Order**

Chair Struecker called the meeting to order at 9:03 a.m.

**0.1 Roll Call**

Paula Harms	Ph	Mabel Mantel	Ph
Jan Sowers	Ph	Dale Struecker	Ph
Jim Burns	Ph		

Ex Officio:	Steve Ehrhardt	Ph
Staff:	Amy B. Simpson	Ph
	Shelly Sindt	Ph
	Sherri Boedeker	Ph

Mike Otto, Liaison to Board Ph

**0.2 Items to be added to the Agenda by Committee Members and Staff**  
No new items were added to the agenda.

**0.3 Adopt Agenda**

Chair Struecker called for a motion to adopt the meeting agenda. It was moved by Paula Harms and seconded by Jim Burns that the meeting agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.0 Committee Affairs**

**1.1 Adopt January 8, 2016, Meeting Minutes**

Chair Struecker called for a motion to adopt the January 8, 2016, meeting minutes. It was moved by Jim Burns and seconded by Mabel Mantel that the January 8, 2016, meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.2 Financial Report – Sherri Boedeker**

Finance Director Boedeker stated that Central Services is netting \$2,200 a month and the working capital is \$30,200. In looking at the current bids for the Spencer building, it was suggested that Central Services request a loan from Elderbridge. It was recommended that Central Services pay off the current loan of \$10,301 so there is one loan that is amortizing on top of the mortgage. With the Fort Dodge office needing building repairs, it was suggested that \$20,000 of

the free capital be taken from Central Services with \$10,000 to pay off the current loan, and the remaining \$10,000 will be put toward the Spencer repair. The difference would be a loan from Elderbridge to pay for the Spencer building siding project.

It was moved by Jim Burns and it was seconded by Paula Harms to pay off the existing Central Services loan in the amount of \$10,301. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

It was moved by Paula Harms and seconded by Jan Sowers that the financial report be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.3** Review and Discussion of revised bids for the Spencer Office Building Siding Project

Co-Executive Director Sindt stated that previously the Board had awarded the siding contract to Rabel Construction. Rabel came to look at the building to get started with the work and recommended further work needed to be done to properly side the building. Rabel submitted a revised bid as well as Griffin Construction. Grady Construction originally bid to side the entire building and was not asked to resubmit another bid. Griffin Construction has submitted the lowest bid for the project at \$33,478.00.

Chair Struecker stated that he went to Spencer to look at the building. The major concern was water coming down the side of building and going behind that siding located half way down the building. To properly side the building all siding and cement board would need to be removed and replaced.

After an in depth review and discussion of the bids it was decided to have Griffin Construction submit a revised bid to eliminate the contradictory wording listed on his original bid.

It was moved by Jim Burns and seconded by Paula Harms that Griffin Construction bid of \$33,478.00 be accepted as described under "Description" and that the wording listed at the bottom of bid be removed and resubmitted. If Griffin's bid increases upon resubmission, the lowest bid will be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

It was moved by Jim Burns and seconded by Jan Sowers that Central Services request up to \$25,000 loan from Elderbridge for the Spencer building and Fort Dodge building projects. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Chair Struecker stated he will travel up to Spencer when they are removing the siding and when they are installing the siding to monitor the project.

**2.0 Upcoming Dates**

**2.1** Next Central Services meeting – August 2016

**3.0 Adjournment**

**3.1** There being no further business before the Central Services Board, it was moved by Paula Harms and seconded by Mabel Mantel that the meeting be adjourned at 9:47 a.m. On roll call the vote was as follows:

Aye: all (the motion was declare carried.)