

**Central Services Committee  
Meeting Minutes  
Conference Call  
January 10, 2016, 9:30 a.m.**

**0.0 Call to Order**

Chair Struecker called the meeting to order at 9:33 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
	Donell Doering	Ph
	Jennifer Pascal	Ph
	Sherri Boedeker	Ph
	Shelly Sindt	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 Mabel Mantel 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 August 18, 2016, Meeting Minutes**

Chair Struecker called for a motion to adopt the August 18, 2016, meeting minutes. It was moved by Jim Burns and seconded by Jan Sowers that the August 18, 2016, meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.2 Discussion of rent increase for Fort Dodge and Spencer buildings**

At the last Central Services meeting it was discussed having a 5% increase for and proposed increases for the next two years. Jennifer Pascal stated that the rent increase was proposed so Central Services would not be running a deficit. The tenant in Fort Dodge is not consistent in paying rent. It is helping the bottom line,

but is not covering the loan for the Spencer siding project. There has been other projects on the Fort Dodge and Spencer buildings that also occurred this past year.

A 5% increase would be \$3,600 for a calendar year. Chair Struecker recommended a 5% increase for the calendar year beginning January 1, 2017. It was moved by Jim Burns and seconded by Paula Harms that a 5% rent increase to begin on January 1, 2017. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.3** Financial Report – Jeri Mayer or Jennifer Pascal

The building project in Spencer has been finished. There was some additional money that was needed to complete the Spencer building project that cost approximately \$400. A loan of \$10,000 loan at 1% interest was taken from Elderbridge on a two year term for the Spencer building project.

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

Aye: all (the motion was declared carried.)

**1.4** Update on the Spencer and Fort Dodge Building Projects

Chair Struecker indicated that he has been doing building maintenance on the Fort Dodge building that included: testing emergency lighting, repairing a small leak on the outside of Fort Dodge building in the Spring (where new shingles were installed), installing smoke detectors, and replacing furnace filters.

Co-Executive Director Sindt stated that the work is completed on the building. Chair Struecker came over and inspected the building. Additional work was needed that included caulking and making repairs to interior walls due to installation of new siding. Chair Struecker stated that they did a good job overall.

It was moved by Jim Burns and seconded by Jan Sowers that the update be accepted. On roll call the vote was follows:

Aye: all (the motion was declared carried.)

**2.0** Upcoming Dates

**2.1** Next Central Services meeting – April 2017

After a brief discussion the meeting will be scheduled before the regular Board meeting on April 11, 2017.

**3.0 Adjournment**

**3.1 Adjournment**

There being no further business before the Central Services Board, it was moved by Dale Struecker and seconded by Jim Burns that the meeting be adjourned at 10:09 a.m. On roll call the vote was as follows:

Aye: all (the motion was declare carried.)