

Central Services Board

Meeting Minutes

Conference Call

May 26, 2020, 9:00 a.m.

0.0 Call to Order

President Struecker called the meeting to order at 9:04 a.m.

0.1 Roll Call

Beth Will	Ph	Dale Struecker	Ph
Ron Newsum	Ph	Barry Anderson	Ph

Ex Officio:	Lionel Foster	Ph
Staff:	Shelly Sindt, CEO	Ph
	Sherri Boedeker, CFO	Ph
	Amy Simpson, Executive Assistant	Ph

0.2 Items to be added to the Agenda by Board Members and Staff

No new items were added to the agenda.

0.3 Adopt Agenda

President Struecker called for a motion to adopt the meeting agenda. It was moved by Ron Newsum and seconded by Beth Will that the meeting agenda be adopted with the addition of Item 1.4 Trees for Fort Dodge office.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Adopt Board Meeting minutes from March 5, 2020

President Struecker called for approval of the March 5, 2020, meeting minutes. It was moved by Barry Anderson and seconded by Ron Newsum that the March 5, 2020, meeting minutes be adopted.

Aye: all (the motion was declared carried.)

1.2 Financial Report – Jodi Presswood, Assistant Finance Director

Assistant Finance Director reported that the financials for Central Services look great. She is in the process of migrating the desktop version of Quickbooks to the online version. Ron Newsum asked several questions about the financials that were answered by Assistant Finance Director Presswood. CEO Sindt asked how much cash was available. Currently, there is over \$90,000. President Struecker asked if the mortgage expenses on the profit and loss report. CFO

Boedeker stated that the mortgage principal payment will not show up on the profit and loss report, just the interest expense will show.

It was moved by Beth Will and seconded by Ron Newsum to accept the financial report.

1.3 Discussion and approval of replacement window bids for the Spencer office.

CEO Sindt reported that she got four new bids to replace 18 windows. Midwest Concrete brought the Anderson window representative to the office building to look at the windows. Existing windows can be converted to casement by adding hardware. No interior or exterior trim work will be needed. There bid for 18 windows is \$8,640.00 or 26 windows for \$12,480.00, which is less than the other bidders. CEO Sindt requested that all 26 windows be converted due to the lower cost. Members wanted to know if the conversion of the windows would include screens. CEO Sindt stated that screens would also be included.

It was moved by Beth Will and seconded by Barry Anderson to accept the Midwest Concrete bid for 26 windows for \$12,480.00.

1.4 Trees for the Fort Dodge Office

President Struecker stated that the City of Fort Dodge requires there to be trees in the parking area. The trees and bushes keep dying due to the way the parking lot was constructed. Bomgaars have eight-foot trees for 42.99 apiece. CEO Sindt recommended that Angie Martens use her company credit card to purchase the trees.

It was moved by Beth Will and seconded by Ron Newsum that trees be purchased for the Fort Dodge office.

Aye: all (the motion was declared carried.)

2.0 Upcoming Dates

2.1 Next Central Services meeting – June 2020.

CEO Sindt recommended that Barry Anderson come and look at the windows when they are finished. President Struecker indicated he can go to Spencer also.

3.0 Adjournment

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There being no further business before the Central Services Board, it was moved by Ron Newsum and seconded by Barry Anderson that the meeting be adjourned at 9:38 a.m.

Aye: all (the motion was declared carried.)