

**Central Services Board**  
**Annual Meeting Minutes**  
**Conference Call**  
**September 17, 2021, 9:00 a.m.**

**0.0**    **Call to Order**

President Struecker called the meeting to order at 9:02 a.m.

**0.1**    Roll Call

Lionel Foster	Ph	Dale Struecker	Ph
Barry Anderson	Ph		
Ex Officio:	Beth Will, Board President		Ph
Staff:	Shelly Sindt, CEO		Ph
	Sherri Boedeker, Asst. Finance Director		Ph
	Jodi Presswood, 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 as written. It was moved by Lionel Foster and seconded by Barry Anderson Foster that the meeting agenda be adopted.

Aye: all (the motion was declared carried.)

**1.0**    **Board Affairs**

**1.1**    Adopt Board Meeting minutes from August 9, 2021

President Struecker called for approval of the August 9, 2021, meeting minutes. It was moved by Lionel Foster and seconded by Barry Anderson that the August 9, 2021, meeting minutes be adopted.

Aye: all (the motion was declared carried.)

**1.2**    Discussion and approval of lease agreement for Upper Des Moines Opportunity to rent office space in Spencer

CEO Sindt stated that UDMO approached her about renting office space from Elderbridge again as their current location is untenable. They are experiencing flooding issues and a landlord that is not willing to fix the problem. They will rent six offices and use warehouse space as they did in the past. Rent will be \$1,500 a month and tenancy will begin on October 1, 2021. President Struecker asked if CEO Sindt is concerned about the past issue of UDMO's clients moving around the building and bathroom items that were missing. CEO Sindt stated that should not be a problem as their office is not open to the public and pantry items are picked up curbside now. Very few clients are coming to the UDMO office.

Vice President asked about putting an arbitration clause in the lease agreement. Members thought this was not necessary as Elderbridge has had a rental relationship with UDMO in the past.

CEO Sindt would like to inform UDMO that they can begin moving into the offices as soon as possible. The Board agreed that would be acceptable. President Struecker indicated he would sign the lease today and drop it off to CFO Presswood at the Fort Dodge office.

It was moved by Barry Anderson and seconded by Lionel Foster to approve the lease as discussed.

Aye: all (the motion was declared carried.)

**1.3 Update on tree removal and other building repairs**

CFO Presswood stated that the trees have been removed but the stumps remain. The siding on the building where the trees were located needs to be painted or replaced. There is debris, trash, and drug paraphernalia at the back of the building also. Currently getting bids to clean up the area and remove the tree trunks. Drainage behind the building needs to be improved also. All bids have not been received yet. A meeting will need to be scheduled once the bids come in. President Struecker asked if any bids had been received for the lean-to. To date, no bids had been received.

**2.0 Upcoming Dates**

**2.1** Next Central Services meeting – October 2021 or January 2022.

**3.0 Adjournment**

**3.1** Adjournment

There being no further business before the Central Services Board, it was moved by Lionel Foster and seconded by Barry Anderson that the meeting be adjourned at 9:18 a.m.

Aye: all (the motion was declared carried.)